



District Justice Administration Survey

Judicial Programs Department

Winter 2003

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General Administration Report

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Adams	Yes	Monthly	No	N/A	No	N/A	No	Yes
Armstrong	No	N/A	No	N/A	No	N/A	N/A	Yes

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Beaver	Yes	Monthly	No	N/A	No	N/A	DJS Statistical Report and projections/ trends repor on caseloads.	Yes
Bedford	No	N/A	No	N/A	No	N/A	No	No
Berks	Yes	Monthly	Yes	Monthly	Yes	Quarterly	Caseload by district and caseload to staff report.	Yes

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Bradford	Yes	Semi-annually	Yes	Semi-annually	No	N/A	DJS aging and pending caseload reports.	No
Bucks	Yes	2-4 times yearly	Yes	2-4 times yearly	Yes	2-4 times yearly	Monthly AOPC caseload casetype reports.	No

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Butler	Yes	Quarterly	Yes	Quarterly	No	N/A	N/A	Yes
Cameron	No	N/A	Yes	Semi-annually	No	N/A	N/A	No

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
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Carbon	Yes	Bi-monthly	Yes	Bi-monthly	Yes	Bi-Monthly w/ DJ Supervisors	Monthly caseload reports	Yes
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Centre	Yes	Bi-monthly	Yes	3 times a year	Yes	Bi-monthly	N/A	No
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<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Chester	Yes	Monthly	Yes	Monthly	Yes	Quarterly	Financial and statistical reports.	Yes
Clarion	No	N/A	Yes	Monthly	No	N/A	Time sheets.	No
Clearfield	Yes	Monthly	Yes	Monthly	No	N/A	N/A	No

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Clinton	Yes	Bi-monthly	Yes	Bi-monthly	No	N/A	N/A	Yes
Columbia	Yes	Monthly	Yes	As needed	No	N/A	N/A	No
Crawford	No	N/A	No	N/A	No	N/A	N/A	No

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Cumberland	No	N/A	No	N/A	No	N/A	Monthly Caseload statistics for DJ offices.	Yes
Dauphin	Yes	Monthly	Yes	Monthly	No	N/A	Annually, caseload and trend reports.	Yes
Delaware	Yes	Monthly	Yes	Quarterly	Yes	Daily	Undisbursed Funds, DL-38, Prewarrant, Warrants to Print, Docketed Case Report, Monthly Stats Report, Summons to Issue Certified Mail Due and Failure to Respond and Pay Reports.	Yes

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Elk	No	N/A	Yes	Twice a year	No	N/A	N/A	Yes
Fayette	No	N/A	No	N/A	No	N/A	Report w/ total # of categorized filings for the preceding month.	No
Franklin	Yes	Semi-annually	No	N/A	No	N/A	N/A	No

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Fulton	Yes	Semi-annually	No	N/A	No	N/A	N/A	No
Greene	No	N/A	No	N/A	No	N/A	N/A	No
Indiana	Yes	N/A	Yes	N/A	Yes	N/A	Monthly workload report	Yes

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Jefferson	Yes	Monthly	Yes	Monthly	No	N/A	N/A	No
Lackawanna	No	N/A	No	N/A	No	N/A	N/A	No
Lancaster	Yes	Monthly	Yes	Quarterly	Yes	Quarterly	DJS Case management reports and Monthly Statistical Report.	No

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Lawrence	Yes	Monthly	Yes	Monthly	Yes	Quarterly	Monthly stat reports help DJ track employee workload.	Yes
Lebanon	Yes	Monthly	No	N/A	No	N/A	N/A	No
Lehigh	Yes	Bi-monthly	Yes	Bi-monthly	Yes	Bi-monthly	DJS Management reports, monthly caseload reports and quarterly caseload statistical report.	Yes

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Luzerne	No	N/A	No	N/A	Yes	Monthly	District Justice Monitoring, Self Monitoring and Monthly Disposition Reports.	Yes
Lycoming	Yes	N/A	Yes	N/A	Yes	N/A	N/A	No
McKean	Yes	Quarterly	Yes	Quarterly	No	N/A	N/A	No

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Mercer	Yes	Monthly	Yes	Monthly	No	N/A	AOPC monthly stat reports.	No
Mifflin	No	Quarterly in 2004	No	Quarterly in 2004	No	N/A	AOPC statistical reports	No
Monroe	No	N/A	No	N/A	No	N/A	AOPC User ID reports.	Yes

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Montgomery	Yes	Quarterly	Yes	Yearly	Yes	Monthly	Caseload statistics for each court are compiled every 6 months.	Yes
Montour	Yes	As needed	Yes	As needed	No	N/A	N/A	No
Northampton	Yes	Yearly	Yes	Yearly	Yes	Quarterly	N/A	No

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Northumberland	Yes	Quarterly	Yes	Quarterly	No	N/A	None to yearly summary provided to Court Administrator and President Judge.	No
Pike	No	N/A	No	N/A	Yes	Weekly	N/A	No
Potter	No	N/A	Yes	2-3 times a year	No	N/A	N/A	No

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Snyder	Yes	Quarterly	Yes	Quarterly	No	N/A	A review of monthly reports and a yearly repo	No
Tioga	Yes	Quarterly	Yes	Quarterly	No	N/A	N/A	No
Union	Yes	Annually	Yes	Annually	Yes	Annually	AOPC caseload to staff reports.	No

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Venango	Yes	Monthly	Yes	Monthly	No	N/A	Review of filings & verbal reports of DJ.	Yes
Warren	Yes	Every 3 months	Yes	Every 3 months	No	N/A	Workload report used for the redistricting process.	No
Washington	No	N/A	No	N/A	No	N/A	DJ Stat report to compile workload reports.	No

<i>County</i>	<i>1. Regular meetings scheduled w/ Court Admin and DJs?</i>	<i>1a. How often?</i>	<i>2. Regular meetings scheduled w/ PJ and DJs?</i>	<i>2a. How often?</i>	<i>3. Regular meetings scheduled w/ DCA?</i>	<i>3a. How often?</i>	<i>4. Type of reports for tracking employee workload?</i>	<i>5. Monthly reports submitted to PJ or CA on case flow?</i>
Westmoreland	Yes	Monthly	Yes	When needed.	No	N/A	Monthly Statistical Reports	No
York	Yes	Monthly	No	N/A	Yes	Quarterly	N/A	No

Office Space Report- Part 1

<i>County</i>	<i>6. # of DJ offices in your district?</i>	<i>7. # of DJ offices owned?</i>	<i>8. Are your courts located w/ other agencies?</i>	<i>8a. How many?</i>	<i>8b. Which agencies?</i>
Adams	4	0	Yes	3	Law Enforcement Agency & Other- private busines
Armstrong	4	0	No	N/A	N/A
Beaver	9	8	No	N/A	N/A
Bedford	4	1	Yes	2	Borough Township offices & Other
Berks	18	0	Yes	2	Law Enforcement Agency & Borough Township Office
Bradford	4	2	No	N/A	N/A
Bucks	18	15	Yes	1	Governmental Agency

<i>County</i>	<i>6. # of DJ offices in your district?</i>	<i>7. # of DJ offices owned?</i>	<i>8. Are your courts located w/ other agencies?</i>	<i>8a. How many?</i>	<i>8b. Which agencies?</i>
Butler	5	1	Yes	2	Borough Township Offices & Governmental Agen-
Cameron	1	0	Yes	1	Governmental Agency
Carbon	4	0	Yes	1	Law Enforcement Agency and Carbon County Offi of Aging
Centre	5	0	Yes	1	Governmental Agency
Chester	17	3	Yes	3	Governmental Agency & Other- Government Servi- Center
Clarion	4	0	Yes	2	Governmental Agency & Other- Jail
Clearfield	4	0	Yes	1	Governmental Agency
Clinton	3	3	Yes	1	Governmental Agency

<i>County</i>	<i>6. # of DJ offices in your district?</i>	<i>7. # of DJ offices owned?</i>	<i>8. Are your courts located w/ other agencies?</i>	<i>8a. How many?</i>	<i>8b. Which agencies?</i>
Columbia	4	0	Yes	1	Governmental Agency
Crawford	6	2	Yes	2	Law Enforcement Agency and Borough Township Offices
Cumberland	8	0	Yes	2	Borough Township Offices and Governmental Agency
Dauphin	14	2	Yes	2	Law Enforcement Agency & Borough Township Offices
Delaware	26	0	Yes	10	Law Enforcement Agency, Borough Township Offices and Other- Fire Department
Elk	2	0	Yes	1	Other- Industrial Development Authority Building
Fayette	13	0	Yes	1	Law Enforcement Agency & Borough Township Offices
Franklin	6	0	Yes	6	Borough Township Offices, Governmental Agency and Other

<i>County</i>	<i>6. # of DJ offices in your district?</i>	<i>7. # of DJ offices owned?</i>	<i>8. Are your courts located w/ other agencies?</i>	<i>8a. How many?</i>	<i>8b. Which agencies?</i>
Fulton	3	0	Yes	1	Governmental Agency
Greene	3	1	No	N/A	N/A
Indiana	4	1	Yes	N/A	Governmental Agency
Jefferson	3	0	Yes	1	Governmental Agency
Lackawanna	11	2	Yes	6	Law Enforcement Agency, Borough Township Offices, Governmental Agency & Other-Human Services
Lancaster	20	1	Yes	1	Governmental Agency
Lawrence	5	1	No	N/A	N/A
Lebanon	7	1	Yes	5	Law Enforcement Agency, Borough Township Offices, Governmental Agency & Other

<i>County</i>	<i>6. # of DJ offices in your district?</i>	<i>7. # of DJ offices owned?</i>	<i>8. Are your courts located w/ other agencies?</i>	<i>8a. How many?</i>	<i>8b. Which agencies?</i>
Lehigh	14	0	Yes	3	Law Enforcement Agency and Governmental Ager
Luzerne	18	0	Yes	13	Law Enforcement Agency, Borough Township Office and Governmental Agency
Lycoming	6	1	Yes	N/A	Governmental Agency & other- School District Ofi
McKean	4	0	Yes	1	Law Enforcement Agency & Borough Township Offices
Mercer	5	5	No	N/A	N/A
Mifflin	2	0	Yes	1	Governmental Agency
Monroe	10	0	Yes	2	Borough Township Office
Montgomery	30	0	Yes	1	Governmental Agency

<i>County</i>	<i>6. # of DJ offices in your district?</i>	<i>7. # of DJ offices owned?</i>	<i>8. Are your courts located w/ other agencies?</i>	<i>8a. How many?</i>	<i>8b. Which agencies?</i>
Montour	1	0	Yes	1	Governmental Agency
Northampton	15	0	Yes	N/A	Borough Township
Northumberland	5	0	Yes	3	Governmental Agency and Other- Code Office, Mayor's Office
Pike	4	3	No	N/A	N/A
Potter	4	0	No	N/A	N/A
Snyder	4	1	Yes	3	Governmental Agency
Tioga	3	0	Yes	3	Law Enforcement Agency, Borough Township Office and Governmental Agency
Union	4	1	Yes	2	Law Enforcement Agency, Borough Township Office Governmental Agency & Other- Pennsylvania State Cooperative Extension Office

<i>County</i>	<i>6. # of DJ offices in your district?</i>	<i>7. # of DJ offices owned?</i>	<i>8. Are your courts located w/ other agencies?</i>	<i>8a. How many?</i>	<i>8b. Which agencies?</i>
Venango	4	1	No	N/A	N/A
Warren	7	5	Yes	1	Other- Domestic Relations Office
Washington	12	0	Yes	3	Borough Township Offices
Westmoreland	20	3	Yes	3	Law Enforcement Agency, Borough Township Offices, Governmental Agency and County Prisor Facility
York	19	0	Yes	3	Law Enforcement Agency, Borough Township Office and Governmental Agency

Office Space Report- Part 2

<i>County</i>	<i>9. # of offices rented/ leased?</i>	<i>9a. Copy of the lease provided to DJ?</i>	<i>9b. Who negotiates lease?</i>	<i>9c. Standard term of lease?</i>	<i>10. Rent per square feet?</i>	<i>10a. Rent range.</i>	<i>11. Average square footage of a DJ office?</i>
Adams	4	Yes	County Office (e.g. Controller, Commissioners etc	1-2 yrs., 4-10 yrs. & Other	\$1.02	\$2,833.00-\$550.00	2,059
Armstrong	4	Yes	County Office (e.g. Controller, Commissioners etc	2-4 years	N/A	\$2,900- \$625.00	N/A
Beaver	1	Yes	Court Administration	Other- 10 years	\$1,560	N/A	2,400
Bedford	3	No	County Office (e.g. Controller, Commissioners etc	2-4 years & Other	N/A	N/A	N/A
Berks	18	Yes	Court Administration & County Office	4-10 years	\$9.10	\$14.21- \$4.42	2,162

<i>County</i>	<i>9. # of offices rented/ leased?</i>	<i>9a. Copy of the lease provided to DJ?</i>	<i>9b. Who negotiates lease?</i>	<i>9c. Standard term of lease?</i>	<i>10. Rent per square feet?</i>	<i>10a. Rent range.</i>	<i>11. Average square footage of a DJ office?</i>
Bradford	2	N/A	County Office (e.g. Controller, Commissioners etc	N/A	N/A	N/A	N/A
Bucks	2	Yes	County Office (e.g. Controller, Commissioners etc	4-10 years	N/A	\$1.52- \$.85	3,600
Butler	3	Yes	Court Administration & County	4-10 yrs. & More than 10 years	N/A	\$12.55 - \$2.82	2,500-3,500
Cameron	0	N/A	N/A	N/A	N/A	N/A	N/A
Carbon	4	Yes	County Office (e.g. Controller, Commissioners etc	4-10 years	\$7.02 - \$11.20	\$1,666.66- \$950.00	1,500 to 2,845
Centre	4	Yes	Court Administration	4-10 years	\$10.83	\$11,130- \$60,00	3,150

<i>County</i>	<i>9. # of offices rented/ leased?</i>	<i>9a. Copy of the lease provided to DJ?</i>	<i>9b. Who negotiates lease?</i>	<i>9c. Standard term of lease?</i>	<i>10. Rent per square feet?</i>	<i>10a. Rent range.</i>	<i>11. Average square footage of a DJ office?</i>
Chester	14	Yes	County Office (e.g. Controller, Commissioners etc	4-10 years	\$14.00 - \$21.00	\$7,296- \$3,883	3,500
Clarion	4	No	County Office (e.g. Controller, Commissioners etc	4-10 years	\$1.97	\$1065.33 - \$525.00	1,385
Clearfield	3	Yes	County Office (e.g. Controller, Commissioners etc	4-10 years	\$.41 to \$.72/ sq. feet	\$1,800.00/ m-\$850.00	2,050
Clinton	0	N/A	N/A	N/A	N/A	N/A	N/A
Columbia	3	No	County Office (e.g. Controller, Commissioners etc	4-10 years	N/A	\$10.65- \$9.41	1,700-3,276
Crawford	4	Yes	Court Administration, DJ & County Office	4-10 years	N/A	N/A	N/A

<i>County</i>	<i>9. # of offices rented/ leased?</i>	<i>9a. Copy of the lease provided to DJ?</i>	<i>9b. Who negotiates lease?</i>	<i>9c. Standard term of lease?</i>	<i>10. Rent per square feet?</i>	<i>10a. Rent range.</i>	<i>11. Average square footage of a DJ office?</i>
Cumberland	7	Yes	County Office (e.g. Controller, Commissioners etc	4-10 years	N/A	N/A	2,000- 4,000
Dauphin	12	No	Court Administration	Other- 5 years w/ 5 year option	\$12.05	\$14.50 - \$9.00	3,010
Delaware	26	No	County Office (e.g. Controller, Commissioners etc	4-10 years	N/A	\$25.00- \$13.50	3,000
Elk	2	Yes	Court Administration, DJ & County	4-10 years	N/A	\$5.36- \$5.25	2,000
Fayette	13	No	County Office (e.g. Controller, Commissioners etc	4-10 years	N/A	\$1056.00- \$650.00	1,779
Franklin	4	No	County Office (e.g. Controller, Commissioners etc	1- 2 years	Varies	\$0 to % of \$4,21	Varies

<i>County</i>	<i>9. # of offices rented/ leased?</i>	<i>9a. Copy of the lease provided to DJ?</i>	<i>9b. Who negotiates lease?</i>	<i>9c. Standard term of lease?</i>	<i>10. Rent per square feet?</i>	<i>10a. Rent range.</i>	<i>11. Average square footage of a DJ office?</i>
Fulton	2	No	County Office (e.g. Controller, Commissioners etc	1- 2 years	N/A	\$600 -\$450	N/A
Greene	2	Yes	County Office (e.g. Controller, Commissioners etc	2-4 years	N/A	N/A	N/A
Indiana	3	Yes	Court Administration and County Office	4-10 years	N/A	\$8.68- \$6.93	2,100
Jefferson	2	Yes	County Office (e.g. Controller, Commissioners etc	2-4 years	Unknown	\$1,200	1,500
Lackawanna	9	No	County Office (e.g. Controller, Commissioners etc	1- 2 years	N/A	\$950.00- \$700.0	N/A
Lancaster	19	No	County Office (e.g. Controller, Commissioners etc	4-10 years	N/A	\$11.75- \$7.81	1,780

<i>County</i>	<i>9. # of offices rented/ leased?</i>	<i>9a. Copy of the lease provided to DJ?</i>	<i>9b. Who negotiates lease?</i>	<i>9c. Standard term of lease?</i>	<i>10. Rent per square feet?</i>	<i>10a. Rent range.</i>	<i>11. Average square footage of a DJ office?</i>
Lawrence	3	Yes	County Office (e.g. Controller, Commissioners etc	2-4 years	\$1.82	\$1400 - \$900	1,750
Lebanon	4	Yes	County Office (e.g. Controller, Commissioners etc	2-4 years	N/A	\$700.00	1,500
Lehigh	12	Yes	Court Administration	4-10 years	N/A	\$15.89- \$5.83	2,275
Luzerne	16	No	County Office (e.g. Controller, Commissioners etc	2-4 years	\$8.00 to \$8.50	\$1,600.00- \$825.00	2,500
Lycoming	5	Yes	County Office (e.g. Controller, Commissioners etc	4-10 years	N/A	N/A	1,800
McKean	4	Yes	Court Administration, DJ & County Office	4-10 years	N/A	\$7.00- \$3.69	1,900

<i>County</i>	<i>9. # of offices rented/ leased?</i>	<i>9a. Copy of the lease provided to DJ?</i>	<i>9b. Who negotiates lease?</i>	<i>9c. Standard term of lease?</i>	<i>10. Rent per square feet?</i>	<i>10a. Rent range.</i>	<i>11. Average square footage of a DJ office?</i>
Mercer	0	N/A	N/A	N/A	N/A	N/A	3,000
Mifflin	1	Yes	County Office (e.g. Controller, Commissioners etc	4-10 years	\$7.59	N/A	2,000
Monroe	10	No	County Office (e.g. Controller, Commissioners etc	4-10 years	\$9.98	\$12.36- \$8.00	1,459
Montgomery	29	No	County Office (e.g. Controller, Commissioners etc	4-10 years	N/A	\$27.00- \$14.00	3,000
Montour	0	N/A	N/A	N/A	N/A	N/A	725-1,008
Northampton	15	Yes	Court Administration	Other- 6 years	N/A	\$15.00 - \$11.00	2,000

<i>County</i>	<i>9. # of offices rented/ leased?</i>	<i>9a. Copy of the lease provided to DJ?</i>	<i>9b. Who negotiates lease?</i>	<i>9c. Standard term of lease?</i>	<i>10. Rent per square feet?</i>	<i>10a. Rent range.</i>	<i>11. Average square footage of a DJ office?</i>
Northumberland	2	Yes	County Office (e.g. Controller, Commissioners etc	4-10 years	\$3.43	\$1,200 - \$875.0	2,000-2,575
Pike	1	Yes	County Office (e.g. Controller, Commissioners etc	2-4 years	\$1,200/ month	N/A	Varies
Potter	4	Yes	County Office (e.g. Controller, Commissioners etc	2-4 years	N/A	\$475.00 - \$300.00	N/A
Snyder	0	N/A	N/A	N/A	N/A	N/A	900
Tioga	2	No	County Office (e.g. Controller, Commissioners etc	1- 2 years	\$0.30	N/A	1,800
Union	N/A	No	N/A	N/A	N/A	N/A	N/A

<i>County</i>	<i>9. # of offices rented/ leased?</i>	<i>9a. Copy of the lease provided to DJ?</i>	<i>9b. Who negotiates lease?</i>	<i>9c. Standard term of lease?</i>	<i>10. Rent per square feet?</i>	<i>10a. Rent range.</i>	<i>11. Average square footage of a DJ office?</i>
Venango	3	Yes	Court Administration & County	2-4 years & 4-10 years	N/A	\$6.00- \$2.55	1,175
Warren	1	Yes	District Justice & County Office	Other- Monthly	N/A	N/A	N/A
Washington	12	Yes	County Office (e.g. Controller, Commissioners etc	More than 10 years	N/A	\$3,000 - \$700.0	1,800
Westmoreland	14	Yes	Court Administration and County Office	4-10 years	\$8.17	\$12.00- \$4.22	2,127
York	17	Yes	Court Administration & County Office	4-10 years	\$12.00	\$12.50- \$10.00	3,000-3,500

Office Space Report- Part 3

<i>County</i>	<i>12. Office specifications for DJs?</i>	<i>13. Guidelines for courtroom specifications?</i>	<i>14. # of offices ADA compliant?</i>	<i>15. Separate waiting areas for litigants?</i>	<i>16. Secure prisoner holding room/cell?</i>	<i>17. Secure prisoner restroom?</i>	<i>18. Separate bathrooms for staff and the public?</i>
Adams	No	No	4	Some	No	No	All
Armstrong	No	No	4	No	Some	No	No
Beaver	Yes	Yes	9	No	No	No	All
Bedford	No	No	2	Yes	Some	No	No
Berks	Yes	No	18	No	Some	Some	Some
Bradford	No	No	4	No	No	No	No
Bucks	Yes	No	18	No	No	No	All

<i>County</i>	<i>12. Office specifications for DJs?</i>	<i>13. Guidelines for courtroom specifications?</i>	<i>14. # of offices ADA compliant?</i>	<i>15. Separate waiting areas for litigants?</i>	<i>16. Secure prisoner holding room/cell?</i>	<i>17. Secure prisoner restroom?</i>	<i>18. Separate bathrooms for staff and the public?</i>
Butler	No	No	5	No	Some	Some	All
Cameron	No	No	1	No	All	All	No
Carbon	No	No	4	Some	No	No	All
Centre	No	No	5	Yes	No	No	All
Chester	Yes	Yes	17	Some	Some	Some	All
Clarion	No	No	4	No	Some	No	No
Clearfield	No	No	3	No	No	No	Some
Clinton	No	No	3	Yes	No	No	No

<i>County</i>	<i>12. Office specifications for DJs?</i>	<i>13. Guidelines for courtroom specifications?</i>	<i>14. # of offices ADA compliant?</i>	<i>15. Separate waiting areas for litigants?</i>	<i>16. Secure prisoner holding room/cell?</i>	<i>17. Secure prisoner restroom?</i>	<i>18. Separate bathrooms for staff and the public?</i>
Columbia	No	No	3	Yes	No	No	All
Crawford	No	No	6	Yes	No	No	No
Cumberland	No	No	8	Some	Some	No	Some
Dauphin	Yes	No	14	No	Some	No	All
Delaware	Yes	Yes	26	No	All	Some	All
Elk	No	No	2	No	No	No	No
Fayette	No	No	13	No	No	No	All
Franklin	No	No	2	No	No	No	No

<i>County</i>	<i>12. Office specifications for DJs?</i>	<i>13. Guidelines for courtroom specifications?</i>	<i>14. # of offices ADA compliant?</i>	<i>15. Separate waiting areas for litigants?</i>	<i>16. Secure prisoner holding room/cell?</i>	<i>17. Secure prisoner restroom?</i>	<i>18. Separate bathrooms for staff and the public?</i>
Fulton	No	No	0	No	No	No	No
Greene	No	No	3	Yes	No	No	All
Indiana	No	No	4	Yes	Some	No	All
Jefferson	No	No	3	No	No	No	All
Lackawanna	No	No	11	No	No	No	No
Lancaster	No	No	2	No	Some	No	Some
Lawrence	No	No	5	No	No	No	No
Lebanon	No	No	6	No	Some	No	Some

<i>County</i>	<i>12. Office specifications for DJs?</i>	<i>13. Guidelines for courtroom specifications?</i>	<i>14. # of offices ADA compliant?</i>	<i>15. Separate waiting areas for litigants?</i>	<i>16. Secure prisoner holding room/cell?</i>	<i>17. Secure prisoner restroom?</i>	<i>18. Separate bathrooms for staff and the public?</i>
Lehigh	No	No	14	Yes	No	No	All
Luzerne	No	No	18	Yes	Some	Some	Some
Lycoming	No	No	6	Yes	Some	No	No
McKean	No	No	2	No	Some	No	No
Mercer	No	No	5	Yes	Some	No	All
Mifflin	No	No	2	Some	No	No	Some
Monroe	No	No	10	No	No	No	Some
Montgomery	Yes	Yes	30	No	Some	No	All

<i>County</i>	<i>12. Office specifications for DJs?</i>	<i>13. Guidelines for courtroom specifications?</i>	<i>14. # of offices ADA compliant?</i>	<i>15. Separate waiting areas for litigants?</i>	<i>16. Secure prisoner holding room/cell?</i>	<i>17. Secure prisoner restroom?</i>	<i>18. Separate bathrooms for staff and the public?</i>
Montour	No	No	1	No	All	All	All
Northampton	No	No	15	No	Some	No	Yes
Northumberland	No	No	5	No	Some	Some	Some
Pike	No	No	4	No	No	No	Yes
Potter	No	No	4	No	No	No	No
Snyder	No	No	4	No	No	No	No
Tioga	No	No	1 of 3	No	Some	No	No
Union	No	No	4	No	No	No	Yes

<i>County</i>	<i>12. Office specifications for DJs?</i>	<i>13. Guidelines for courtroom specifications?</i>	<i>14. # of offices ADA compliant?</i>	<i>15. Separate waiting areas for litigants?</i>	<i>16. Secure prisoner holding room/cell?</i>	<i>17. Secure prisoner restroom?</i>	<i>18. Separate bathrooms for staff and the public?</i>
Venango	No	No	3	No	No	Some	No
Warren	No	No	2	No	No	No	No
Washington	No	No	12	No	No	No	All
Westmoreland	Yes	No	18	No	Some	No	All
York	No	No	18	No	Some	No	Yes

Office Space Report- Part 4

<i>County</i>	<i>19. Water fountains provided for the public?</i>	<i>20. Break room provided for employees?</i>	<i>20a. Which amenities are provided?</i>	<i>21. Access to LEXIS or Westlaw for DJ offices?</i>	<i>22. # of conference rooms ?</i>	<i>23. Private consultation space for attorneys?</i>	<i>24a. Repair/ upgrade the copier in your office?</i>	<i>24b. Repair/ upgrade the fax in your office?</i>
Adams	No	Some	Refrigerator, Table & Chairs	No	4	Yes	More than 4 years	More than 4 years
Armstrong	Yes	Yes	Microwave, Coffee Machine, Table and Chairs	No	1	Yes	More than 4 years	More than 4 years
Beaver	Yes	Yes	Table and Chairs	No	1	Yes	More than 4 years	More than 4 years

<i>County</i>	<i>19. Water fountains provided for the public?</i>	<i>20. Break room provided for employees?</i>	<i>20a. Which amenities are provided?</i>	<i>21. Access to LEXIS or Westlaw for DJ offices?</i>	<i>22. # of conference rooms ?</i>	<i>23. Private consultation space for attorneys?</i>	<i>24a. Repair/ upgrade the copier in your office?</i>	<i>24b. Repair/ upgrade the fax in your office?</i>
Bedford	Yes	No	N/A	No	1	No	More than 4 years	More than 4 years
Berks	Some	Yes	Kitchenette	No	1	Yes	More than 4 years	More than 4 years
Bradford	No	Yes	Table and Chairs	No	0	No	More than 4 years	More than 4 years
Bucks	All	Yes	Table and Chairs	Yes	2	Yes	More than 4 years	More than 4 years

<i>County</i>	<i>19. Water fountains provided for the public?</i>	<i>20. Break room provided for employees?</i>	<i>20a. Which amenities are provided?</i>	<i>21. Access to LEXIS or Westlaw for DJ offices?</i>	<i>22. # of conference rooms ?</i>	<i>23. Private consultation space for attorneys?</i>	<i>24a. Repair/ upgrade the copier in your office?</i>	<i>24b. Repair/ upgrade the fax in your office?</i>
Butler	No	Yes	Frig, Coffee, Table & Chairs	No	1	No	More than 4 years	More than 4 years
Cameron	All	All	M-wave, Frig, Coffee, Water, Table/ Chairs & Soda	No	1	Yes	More than 4 years	More than 4 years
Carbon	Some	Some	Table and Chairs	No	5	Some	More than 4 years	More than 4 years
Centre	No	All	Table and Chairs	Yes	1	Yes	2-4 years	More than 4 years

<i>County</i>	<i>19. Water fountains provided for the public?</i>	<i>20. Break room provided for employees?</i>	<i>20a. Which amenities are provided?</i>	<i>21. Access to LEXIS or Westlaw for DJ offices?</i>	<i>22. # of conference rooms ?</i>	<i>23. Private consultation space for attorneys?</i>	<i>24a. Repair/ upgrade the copier in your office?</i>	<i>24b. Repair/ upgrade the fax in your office?</i>
Chester	All	All	Water Cooler, Table and Chairs	No	1	Yes	More than 4 years	More than 4 years
Clarion	Some	No	N/A	No	0	No	More than 4 years	More than 4 years
Clearfield	Yes	Some	All	Yes	2	Yes	2-4 years	2-4 years
Clinton	Yes	No	N/A	No	3	Yes	2-4 years	More than 4 years

<i>County</i>	<i>19. Water fountains provided for the public?</i>	<i>20. Break room provided for employees?</i>	<i>20a. Which amenities are provided?</i>	<i>21. Access to LEXIS or Westlaw for DJ offices?</i>	<i>22. # of conference rooms ?</i>	<i>23. Private consultation space for attorneys?</i>	<i>24a. Repair/ upgrade the copier in your office?</i>	<i>24b. Repair/ upgrade the fax in your office?</i>
Columbia	No	Yes	Microwave, Frig, Coffee, Water, Table and Chairs	No	3	Yes	2-4 years	More than 4 years
Crawford	No	No	N/A	Yes	1	Yes	2-4 years	2-4 years
Cumberland	Some	Some	Table and Chairs	No	1	Some	2-4 years	2-4 years
Dauphin	Some	All	Frig, Water Cooler, Table & Chairs	No	1	Yes	2-4 years	More than 4 years

<i>County</i>	<i>19. Water fountains provided for the public?</i>	<i>20. Break room provided for employees?</i>	<i>20a. Which amenities are provided?</i>	<i>21. Access to LEXIS or Westlaw for DJ offices?</i>	<i>22. # of conference rooms ?</i>	<i>23. Private consultation space for attorneys?</i>	<i>24a. Repair/ upgrade the copier in your office?</i>	<i>24b. Repair/ upgrade the fax in your office?</i>
Delaware	All	All	Frig, Table and Chairs	No	1	No	2-4 years	2-4 years
Elk	All	All	N/A	No	1	Yes	More than 4 years	More than 4 years
Fayette	No	No	N/A	No	12	No	2-4 years	More than 4 years
Franklin	Some	No	N/A	No	2	No	More than 4 years	More than 4 years

<i>County</i>	<i>19. Water fountains provided for the public?</i>	<i>20. Break room provided for employees?</i>	<i>20a. Which amenities are provided?</i>	<i>21. Access to LEXIS or Westlaw for DJ offices?</i>	<i>22. # of conference rooms ?</i>	<i>23. Private consultation space for attorneys?</i>	<i>24a. Repair/ upgrade the copier in your office?</i>	<i>24b. Repair/ upgrade the fax in your office?</i>
Fulton	No	No	N/A	No	0	No	More than 4 years	More than 4 years
Greene	All	No	N/A	No	3	Yes	More than 4 years	More than 4 years
Indiana	No	No	Microwave, Frig, Coffee Machine and Water Cooler	Some	2	Yes	2-4 years	2-4 years
Jefferson	No	All	Microwave, Coffee Machine, Table and Chairs	No	1	Yes	2-4 years	2-4 years

<i>County</i>	<i>19. Water fountains provided for the public?</i>	<i>20. Break room provided for employees?</i>	<i>20a. Which amenities are provided?</i>	<i>21. Access to LEXIS or Westlaw for DJ offices?</i>	<i>22. # of conference rooms ?</i>	<i>23. Private consultation space for attorneys?</i>	<i>24a. Repair/ upgrade the copier in your office?</i>	<i>24b. Repair/ upgrade the fax in your office?</i>
Lackawanna	All	Some	Microwave, Frig, Water Cooler, Table & Chairs	No	1	Some	More than 4 years	More than 4 years
Lancaster	Some	Some	Table and Chairs	No	1	Yes	More than 4 years	More than 4 years
Lawrence	No	All	Microwave, Coffee Machine, Table and Chairs	Yes	1	Yes	2-4 years	More than 4 years
Lebanon	No	Some	Table and Chairs	No	0	No	More than 4 years	More than 4 years

<i>County</i>	<i>19. Water fountains provided for the public?</i>	<i>20. Break room provided for employees?</i>	<i>20a. Which amenities are provided?</i>	<i>21. Access to LEXIS or Westlaw for DJ offices?</i>	<i>22. # of conference rooms ?</i>	<i>23. Private consultation space for attorneys?</i>	<i>24a. Repair/ upgrade the copier in your office?</i>	<i>24b. Repair/ upgrade the fax in your office?</i>
Lehigh	No	All	Table and Chairs	No	1	Yes	More than 4 years	2-4 years
Luzerne	All	Some	M-Wave, Toaster, Frig, Coffee, Table/Chair & H2O	No	1	Yes	As needed	As needed
Lycoming	All	No	N/A	Yes	2	Yes	More than 4 years	2-4 years
McKean	No	No	N/A	No	0	No	2-4 years	2-4 years

<i>County</i>	<i>19. Water fountains provided for the public?</i>	<i>20. Break room provided for employees?</i>	<i>20a. Which amenities are provided?</i>	<i>21. Access to LEXIS or Westlaw for DJ offices?</i>	<i>22. # of conference rooms ?</i>	<i>23. Private consultation space for attorneys?</i>	<i>24a. Repair/ upgrade the copier in your office?</i>	<i>24b. Repair/ upgrade the fax in your office?</i>
Mercer	All	Yes	Microwave, Frig, Water Cooler & Table/ Chairs	No	3	Yes	More than 4 years	More than 4 years
Mifflin	Some	Some	Microwave, Frig, Coffee Machine, Table and Chairs	No	1	Some	More than 4 years	More than 4 years
Monroe	No	Some	Microwave, Frig, Table and Chairs	Yes	1	Yes	More than 4 years	More than 4 years
Montgomery	Yes	All	Frig, Water Cooler, Table and Chairs	No	1	Yes	2-4 years	More than 4 years

<i>County</i>	<i>19. Water fountains provided for the public?</i>	<i>20. Break room provided for employees?</i>	<i>20a. Which amenities are provided?</i>	<i>21. Access to LEXIS or Westlaw for DJ offices?</i>	<i>22. # of conference rooms ?</i>	<i>23. Private consultation space for attorneys?</i>	<i>24a. Repair/ upgrade the copier in your office?</i>	<i>24b. Repair/ upgrade the fax in your office?</i>
Montour	All	All	Microwave, Frig, Table & Chairs	No	1	Yes	More than 4 years	More than 4 years
Northampton	All	All	Table & Chairs	No	1	Yes	More than 4 years	More than 4 years
Northumberland	Some	Some	M-wave, Toaster, Frig, Coffee, Water, Table/ Chairs	No	2	Yes	More than 4 years	More than 4 years
Pike	No	All	Frig, Table and Chairs	Yes	1	No	More than 4 years	2-4 years

<i>County</i>	<i>19. Water fountains provided for the public?</i>	<i>20. Break room provided for employees?</i>	<i>20a. Which amenities are provided?</i>	<i>21. Access to LEXIS or Westlaw for DJ offices?</i>	<i>22. # of conference rooms ?</i>	<i>23. Private consultation space for attorneys?</i>	<i>24a. Repair/ upgrade the copier in your office?</i>	<i>24b. Repair/ upgrade the fax in your office?</i>
Potter	No	No	N/A	No	0	No	More than 4 years	More than 4 years
Synder	No	No	N/A	No	0	No	More than 4 years	More than 4 years
Tioga	Yes	No	N/A	No	0	No	2-4 years	1-2 years
Union	Some	No	N/A	No	2	Some	More than 4 years	More than 4 years

<i>County</i>	<i>19. Water fountains provided for the public?</i>	<i>20. Break room provided for employees?</i>	<i>20a. Which amenities are provided?</i>	<i>21. Access to LEXIS or Westlaw for DJ offices?</i>	<i>22. # of conference rooms ?</i>	<i>23. Private consultation space for attorneys?</i>	<i>24a. Repair/ upgrade the copier in your office?</i>	<i>24b. Repair/ upgrade the fax in your office?</i>
Venango	No	All	Microwave, Frig, Coffee Machine, Table & Chairs	Yes	3	No	2-4 years	2-4 years
Warren	No	N/A	N/A	No	0	No	More than 4 years	More than 4 years
Washington	No	All	N/A	Yes	1	Yes	More than 4 years	More than 4 years
Westmoreland	No	Yes	Microwave, Frig, Coffee Machine, Table and Chairs	No	2	Yes	2-4 years	2-4 years

<i>County</i>	<i>19. Water fountains provided for the public?</i>	<i>20. Break room provided for employees?</i>	<i>20a. Which amenities are provided?</i>	<i>21. Access to LEXIS or Westlaw for DJ offices?</i>	<i>22. # of conference rooms ?</i>	<i>23. Private consultation space for attorneys?</i>	<i>24a. Repair/ upgrade the copier in your office?</i>	<i>24b. Repair/ upgrade the fax in your office?</i>
York	All	All	Toaster Oven, Frig, Water Cooler, Table and Chairs	No	1	Yes	2-4 years	2-4 years

Staffing Report- Part 1

<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
Adams	1 staff member per 1200, 1 per 1500 & 1 per 1600 cases	Office Manager, Clerks, & Other-Clerk Typists	1	0	0	0	2	0	0	0
Armstrong	1 staff member per 1200 cases	Office Manager/ Supervisor & Clerks	0	1	0	0	0	2	0	0
Beaver	Other- ranges between 1200-1500 cases per person	Office Manager/ Supervisor & Clerk	1	0	0	0	0	0	2	0

<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
Bedford	1 staff member per 1500, 1600 & 1000 cases	DJ Secretary, Clerk and Other-Admin. Asst.	0	0	1	0	3	0	0	2
Berks	1 staff per 1130-2838 cases	Other- Asst. SCA & SC Manager & office support	1	0	0	0	0	0	0	2, 3, 4
Bradford	1 staff member per 1200 cases & 1400 cases	DJ Secretary & Clerk	0	0	1	0	2	0	0	0

<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
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Bucks	1 staff member per 1400 cases	Office Manager/ Supervisor and Clerk	0	0	0	1	0	0	2	0
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Butler	None	Clerk & Other-Admin. Asst.	0	0	0	0	2	0	0	1
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Cameron	1 staff member per 1200 cases	Office Manager/ Supervisor & Clerk	1	0	0	0	2	0	0	0
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<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
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Carbon	Based upon weighted caseload, 1 staff per 1400, 1500, 1600 & 1800 cases	Office Supervisor I and II, DJ Secretary I and II	0	1	2	0	0	0	0	0
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Centre	None	Office Manager/ Supervisor & DJ Secretary	0	1	2	0	0	0	0	0
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Chester	1 staff member per 1200 cases	Office Manager/ Supervisor & DJ Clerk	1	0	0	0	2	0	0	0
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<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
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Clarion	1 staff member per 1600 cases	Other- Judicial Admin. Assistant	0	0	0	0	0	0	0	1
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Clearfield	1 staff member per 1200 cases	Office Manager/ Supervisor & DJ Secretary	2	1	3	6	4	5	7	0
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Clinton	1 staff member per 1600 cases	Office Manager/ Supervisor and Clerk	1	0	0	0	2	0	0	0
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<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
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Columbia	Other- between 1200-1400 cases per staff member	Office Manager/ Supervisor & Clerk	1	0	0	0	0	0	2	0
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Crawford	None	Other- District Court Assistants	0	0	0	0	0	0	0	1
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Cumberland	1 staff member per 1500 cases	Office Manager/ Supervisor and DJ Secretary	1	0	2	0	0	0	0	0
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<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
Dauphin	1 staff member per 1200 cases	Office Manager/ Supervisor & Clerk	1	0	0	0	2	0	0	0
Delaware	1 staff member per 1200 cases	Office Manager/ Supervisor, Clerk & Other-Floater	1	0	0	0	3	0	0	1-2
Elk	1 staff member per 1200 cases	Office Manager/ Supervisor & Clerk	1	0	0	0	2	0	0	0

<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
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Fayette	1 staff member per 1200 cases	District Justice Secretary	0	0	1	0	0	0	0	0
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Franklin	None	Office Manager/ Supervisor & DJ Secretary	1	0	2	0	0	0	0	0
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Fulton	None	District Justice Secretary	0	0	1	0	0	0	0	0
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<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
Greene	1 staff member per 1400 cases	District Justice Secretary	0	0	1	0	0	0	0	0
Indiana	1 staff member per 1400 cases	Office Manager/ Supervisor, DJ Secretary & Clerk	0	1	2	3	0	0	0	0
Jefferson	1 staff member per 1600 cases	Other-Administrative Clerk	0	0	0	0	0	0	0	1

<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
Lackawanna	1 staff member per 1400 cases	Office Manager/ Supervisor & DJ Secretary	0	0	2	1	0	0	0	0
Lancaster	1 staff member per 1400 cases	Clerk, DJ Trainer, Supervisor & DJ Clerk Sr.	0	0	0	0	2	0	0	1
Lawrence	1 staff member per 1200 cases	Other- Judicial Aid	0	0	0	0	0	0	0	1

<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
Lebanon	1 staff member per 1200 cases	Office Manager/ Supervisor & Clerk	1	0	0	0	2	0	0	0
Lehigh	Based upon weighted caseload	Office Manager/ Supervisor & Other- DJ Technicians	1	0	0	0	0	0	0	2-4
Luzerne	1 staff member per 1200 cases	Office Manager/ Supervisor & DJ Secretary	1	0	1	0	0	0	0	0

<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
Lycoming	1 staff member per 1500 cases	Office Manager/ Supervisor and Clerk	1	0	0	0	2	0	0	0
McKean	Other	District Justice Secretary	0	0	1	0	0	0	0	0
Mercer	1 staff member per 1200 cases	Office Manager/ Supervisor & Clerk	1	0	0	0	2	0	0	0

<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
Mifflin	1 staff member per 1500 cases	Office Manager/ Supervisor and Clerk	1	0	0	0	2	0	0	0
Monroe	1 staff member per 1500 cases	Other- Advanced Technician & Technician	0	0	0	0	0	0	0	1-2
Montgomery	1 staff member per 1500 cases	Clerk and Other-Senior Clerk	0	0	0	0	2	0	0	1

<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
Montour	Other- 1 staff member for 1000 cases	Office Manager/ Supervisor & Clerk	1	0	0	0	0	0	2	0
Northampton	1 staff member per 1400 cases	Other- District Justice Technician	0	0	0	0	0	0	0	1
Northumberland	1 staff member per 1200 - 1400 cases	Office Manager/ Supervisor, DJ Secretary & Clerk	1	0	2	0	3	0	0	0

<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
Pike	N/A	Other- Legal Secretaries	0	0	0	0	0	0	0	1
Potter	1 staff member per 1200 cases	Clerk	0	0	0	0	1	0	0	0
Snyder	Other- 1 staff member per 2000 cases	Office Manager/ Supervisor & DJ Secretary	1	0	2	0	0	0	0	0

<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
Tioga	1 staff member per 1200 cases	Other- Judicial Line Staff	0	0	0	0	0	0	0	1
Union	1 staff member per 1200 cases & Other (1,666.67)	Office Manager/ Supervisor & DJ Secretary	1	0	2	0	0	0	0	0
Venango	Other- 1 staff member per 1200 & 1500 cases	Office Manager/ Supervisor & DJ Secretary	1	0	2	0	0	0	0	0

<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
Warren	Other- Less than 1200 cases per staff member	Office Manager/ Supervisor & Other- Admin. Asst.	1	0	0	0	0	0	0	2
Washington	1 staff member per 1500 cases	DJ Secretary & Other- DJ Clerk	0	0	1	0	0	0	0	2
Westmoreland	1 staff member per 1200 cases	District Justice Secretary	0	0	1	0	0	0	0	0

<i>County</i>	<i>25. Ratio of admin. staff to caseload?</i>	<i>26. Select all titles for your admin. staff.</i>	<i>27a. Rank Office Manager position</i>	<i>27b. Rank Office Supervisor position</i>	<i>27c. Rank DJ Secretary position</i>	<i>27d. Rank Court Clerk Admin. position.</i>	<i>27e. Rank Clerk position.</i>	<i>27f. Rank Court Clerk position.</i>	<i>27g. Rank Judicial Clerk position.</i>	<i>27h. Rank Other position.</i>
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York	1 staff member per 1200 cases	Office Manager/ Supervisor and Clerk	1	0	0	0	2	0	0	0
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Staffing Report- Part 2

<i>County</i>	<i>28. Position descriptions for staff?</i>	<i>29. Do you move perm. staff for temp. assignments?</i>	<i>29a. Pay for mileage or parking expenses?</i>	<i>30. Move staff for perm. reassign.?</i>	<i>31a. Office Manager/ Supervisor reports to?</i>	<i>31b. DJ Secretary reports to?</i>	<i>31c. Clerk/ Court Clerk/ Judicial Clerk reports to?</i>	<i>31d. Other position reports to?</i>	<i>32. Which employees are unionized?</i>
Adams	Yes	Yes	No	Yes	DJ	N/A	N/A	DJ	N/A
Armstrong	Yes	No	N/A	N/A	DJ	DJ	DJ	N/A	N/A
Beaver	No	Yes	No	No	DJ	N/A	DJ	N/A	Clerk & Other- Office Manager

<i>County</i>	<i>28. Position descriptions for staff?</i>	<i>29. Do you move perm. staff for temp. assignments?</i>	<i>29a. Pay for mileage or parking expenses?</i>	<i>30. Move staff for perm. reassign.?</i>	<i>31a. Office Manager/ Supervisor reports to?</i>	<i>31b. DJ Secretary reports to?</i>	<i>31c. Clerk/ Court Clerk/ Judicial Clerk reports to?</i>	<i>31d. Other position reports to?</i>	<i>32. Which employees are unionized?</i>
Bedford	No	Yes	Yes	No	DJ	DJ	DJ	DJ	DJ Secretary, Clerk & Other-Admin. Asst.
Berks	Yes	No	N/A	No	DJ, DCA & Deputy/Special Ct. Admin.	DJ, DCA & Deputy/Special Ct. Admin.	N/A	N/A	DJ Secretary
Bradford	Yes	Yes	No	Yes	N/A	DJ & DCA	DJ & DCA	N/A	N/A
Bucks	Yes	Yes	No	No	DJ & Deputy/Special Ct. Admin.	N/A	DJ & Deputy/Special Ct. Admin.	N/A	Office Supervisor & Clerks

<i>County</i>	<i>28. Position descriptions for staff?</i>	<i>29. Do you move perm. staff for temp. assignments?</i>	<i>29a. Pay for mileage or parking expenses?</i>	<i>30. Move staff for perm. reassign.?</i>	<i>31a. Office Manager/ Supervisor reports to?</i>	<i>31b. DJ Secretary reports to?</i>	<i>31c. Clerk/ Court Clerk/ Judicial Clerk reports to?</i>	<i>31d. Other position reports to?</i>	<i>32. Which employees are unionized?</i>
Butler	Yes	No	N/A	N/A	N/A	N/A	DJ	DJ	Clerk
Cameron	Yes	No	N/A	N/A	DJ & DCA	N/A	DJ & DCA	N/A	N/A
Carbon	Yes	No	N/A	N/A	DJ & DCA	DJ & DCA	N/A	N/A	N/A
Centre	Yes	No	N/A	N/A	DJ	DJ	N/A	N/A	N/A

<i>County</i>	<i>28. Position descriptions for staff?</i>	<i>29. Do you move perm. staff for temp. assignments?</i>	<i>29a. Pay for mileage or parking expenses?</i>	<i>30. Move staff for perm. reassign.?</i>	<i>31a. Office Manager/ Supervisor reports to?</i>	<i>31b. DJ Secretary reports to?</i>	<i>31c. Clerk/ Court Clerk/ Judicial Clerk reports to?</i>	<i>31d. Other position reports to?</i>	<i>32. Which employees are unionized?</i>
Chester	Yes	No	Yes	Yes	DJ & Deputy/Special Ct. Admin.	N/A	DJ	N/A	N/A
Clarion	Yes	No	N/A	N/A	N/A	N/A	N/A	DJ	Other-Judicial Admin. Assist.
Clearfield	Yes	No	N/A	No	DCA	DJ	DCA	N/A	DJ Secretary & Office Manager
Clinton	Yes	Yes	Yes	Yes	DJ	N/A	DJ	N/A	Office Supervisor & Clerk

<i>County</i>	<i>28. Position descriptions for staff?</i>	<i>29. Do you move perm. staff for temp. assignments?</i>	<i>29a. Pay for mileage or parking expenses?</i>	<i>30. Move staff for perm. reassign.?</i>	<i>31a. Office Manager/ Supervisor reports to?</i>	<i>31b. DJ Secretary reports to?</i>	<i>31c. Clerk/ Court Clerk/ Judicial Clerk reports to?</i>	<i>31d. Other position reports to?</i>	<i>32. Which employees are unionized?</i>
Columbia	Yes	No	N/A	N/A	DJ	N/A	DJ	N/A	N/A
Crawford	No	No	N/A	N/A	N/A	N/A	N/A	DJ	Other-District Court Assistants
Cumberland	No	Yes	No	Yes	DJ	DJ	DJ	DJ	N/A
Dauphin	Yes	Yes	Yes	No	DJ	DJ	DJ	DJ	Clerk, Court Clerk and/ or Judicial Clerk

<i>County</i>	<i>28. Position descriptions for staff?</i>	<i>29. Do you move perm. staff for temp. assignments?</i>	<i>29a. Pay for mileage or parking expenses?</i>	<i>30. Move staff for perm. reassign.?</i>	<i>31a. Office Manager/ Supervisor reports to?</i>	<i>31b. DJ Secretary reports to?</i>	<i>31c. Clerk/ Court Clerk/ Judicial Clerk reports to?</i>	<i>31d. Other position reports to?</i>	<i>32. Which employees are unionized?</i>
Delaware	Yes	Yes	Yes	Yes	DJ & Deputy/ Special Ct. Admin.	N/A	N/A	DJ & Deputy/Special Ct. Admin.	DJ & Other
Elk	Yes	No	N/A	N/A	DJ & DCA	N/A	DJ & DCA	N/A	N/A
Fayette	Yes	Yes	No	No	N/A	DJ	N/A	Deputy/ Special Ct. Admin.	DJ Secretary
Franklin	Yes	No	N/A	N/A	DJ	DJ	N/A	N/A	N/A

<i>County</i>	<i>28. Position descriptions for staff?</i>	<i>29. Do you move perm. staff for temp. assignments?</i>	<i>29a. Pay for mileage or parking expenses?</i>	<i>30. Move staff for perm. reassign.?</i>	<i>31a. Office Manager/ Supervisor reports to?</i>	<i>31b. DJ Secretary reports to?</i>	<i>31c. Clerk/ Court Clerk/ Judicial Clerk reports to?</i>	<i>31d. Other position reports to?</i>	<i>32. Which employees are unionized?</i>
Fulton	No	No	N/A	N/A	N/A	DJ	N/A	N/A	N/A
Greene	Yes	Yes	No	No	N/A	DJ	N/A	N/A	DJ Secretary
Indiana	Yes	Yes	No	No	DJ	DJ	DJ	DJ	DJ Secretary & Clerks
Jefferson	Yes	No	N/A	No	N/A	N/A	N/A	DJ	Other-Admin. Clerks

<i>County</i>	<i>28. Position descriptions for staff?</i>	<i>29. Do you move perm. staff for temp. assignments?</i>	<i>29a. Pay for mileage or parking expenses?</i>	<i>30. Move staff for perm. reassign.?</i>	<i>31a. Office Manager/ Supervisor reports to?</i>	<i>31b. DJ Secretary reports to?</i>	<i>31c. Clerk/ Court Clerk/ Judicial Clerk reports to?</i>	<i>31d. Other position reports to?</i>	<i>32. Which employees are unionized?</i>
Lackawanna	No	No	Yes	No	DCA & Deputy/Special Ct. Admin.	DJ & Deputy/Special Ct. Admin.	N/A	N/A	N/A
Lancaster	Yes	Yes	Yes	No	DJ	N/A	DJ	Deputy/ Special Ct. Admin.	N/A
Lawrence	Yes	Yes	Yes	No	DJ	DJ	DJ	N/A	DJ Secretary & Other-Judicial Aid
Lebanon	N/A	Yes	Yes	No	DJ & DCA	N/A	DJ & DCA	N/A	N/A

<i>County</i>	<i>28. Position descriptions for staff?</i>	<i>29. Do you move perm. staff for temp. assignments?</i>	<i>29a. Pay for mileage or parking expenses?</i>	<i>30. Move staff for perm. reassign.?</i>	<i>31a. Office Manager/ Supervisor reports to?</i>	<i>31b. DJ Secretary reports to?</i>	<i>31c. Clerk/ Court Clerk/ Judicial Clerk reports to?</i>	<i>31d. Other position reports to?</i>	<i>32. Which employees are unionized?</i>
Lehigh	Yes	Yes	Yes	Yes	DJ & Deputy/Special Ct. Admin.	N/A	N/A	DJ & Deputy/Special Ct. Admin.	Other- DJ Technician 1,2,3
Luzerne	No	Yes	No	Yes	DJ	DJ	N/A	N/A	N/A
Lycoming	Yes	No	N/A	No	DJ	N/A	DJ	N/A	N/A
McKean	Yes	Yes	Yes	No	N/A	DJ & DCA	N/A	N/A	N/A

<i>County</i>	<i>28. Position descriptions for staff?</i>	<i>29. Do you move perm. staff for temp. assignments?</i>	<i>29a. Pay for mileage or parking expenses?</i>	<i>30. Move staff for perm. reassign.?</i>	<i>31a. Office Manager/ Supervisor reports to?</i>	<i>31b. DJ Secretary reports to?</i>	<i>31c. Clerk/ Court Clerk/ Judicial Clerk reports to?</i>	<i>31d. Other position reports to?</i>	<i>32. Which employees are unionized?</i>
Mercer	Yes	No	N/A	N/A	DJ	N/A	DJ	N/A	N/A
Mifflin	Yes	No	N/A	N/A	DJ	N/A	DJ	N/A	Office Supervisor and Clerk
Monroe	Yes	No	N/A	N/A	N/A	N/A	N/A	DJ	Other-Technicians & Admin. Asst.
Montgomery	Yes	Yes	Yes	No	DJ	N/A	DJ	N/A	N/A

<i>County</i>	<i>28. Position descriptions for staff?</i>	<i>29. Do you move perm. staff for temp. assignments?</i>	<i>29a. Pay for mileage or parking expenses?</i>	<i>30. Move staff for perm. reassign.?</i>	<i>31a. Office Manager/ Supervisor reports to?</i>	<i>31b. DJ Secretary reports to?</i>	<i>31c. Clerk/ Court Clerk/ Judicial Clerk reports to?</i>	<i>31d. Other position reports to?</i>	<i>32. Which employees are unionized?</i>
Montour	Yes	No	N/A	N/A	DJ	N/A	DJ	N/A	N/A
Northampton	Yes	Yes	No	Yes	N/A	N/A	N/A	DJ & Deputy/Special Ct. Admin.	N/A
Northumberland	Yes/No	No	N/A	N/A	N/A	DJ	DJ	N/A	DJ Secretary & Clerk
Pike	N/A	Yes	Yes	No	DJ	N/A	N/A	N/A	N/A

<i>County</i>	<i>28. Position descriptions for staff?</i>	<i>29. Do you move perm. staff for temp. assignments?</i>	<i>29a. Pay for mileage or parking expenses?</i>	<i>30. Move staff for perm. reassign.?</i>	<i>31a. Office Manager/ Supervisor reports to?</i>	<i>31b. DJ Secretary reports to?</i>	<i>31c. Clerk/ Court Clerk/ Judicial Clerk reports to?</i>	<i>31d. Other position reports to?</i>	<i>32. Which employees are unionized?</i>
Potter	No	No	No	N/A	N/A	N/A	N/A	N/A	All
Snyder	No	No	No	No	DJ	DJ	DJ	DJ	N/A
Tioga	Yes	Yes	No	Yes	N/A	N/A	N/A	DJ	Other-Judicial Line Staff
Union	Yes	No	N/A	N/A	DJ	DJ	N/A	N/A	N/A

<i>County</i>	<i>28. Position descriptions for staff?</i>	<i>29. Do you move perm. staff for temp. assignments?</i>	<i>29a. Pay for mileage or parking expenses?</i>	<i>30. Move staff for perm. reassign.?</i>	<i>31a. Office Manager/ Supervisor reports to?</i>	<i>31b. DJ Secretary reports to?</i>	<i>31c. Clerk/ Court Clerk/ Judicial Clerk reports to?</i>	<i>31d. Other position reports to?</i>	<i>32. Which employees are unionized?</i>
Venango	Yes	Yes	No	No	DJ & DCA	DJ & DCA	N/A	N/A	N/A
Warren	Yes	Yes	Yes	No	DJ	N/A	N/A	DJ	Other-All staff are unionized
Washington	Yes	No	Yes	Yes	N/A	DJ & Deputy/Special Ct. Admin.	N/A	DJ & Deputy/Special Ct. Admin.	DJ Secretary & Other- DJ Clerk
Westmoreland	Yes	Yes	No	No	N/A	DJ	N/A	N/A	DJ Secretary

<i>County</i>	<i>28. Position descriptions for staff?</i>	<i>29. Do you move perm. staff for temp. assignments?</i>	<i>29a. Pay for mileage or parking expenses?</i>	<i>30. Move staff for perm. reassign.?</i>	<i>31a. Office Manager/ Supervisor reports to?</i>	<i>31b. DJ Secretary reports to?</i>	<i>31c. Clerk/ Court Clerk/ Judicial Clerk reports to?</i>	<i>31d. Other position reports to?</i>	<i>32. Which employees are unionized?</i>
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York	Yes	Yes	No	No	Deputy/Special Ct. Admin.	N/A	Deputy/ Special Ct. Admin.	N/A	Clerk, Court Clerk and/ or Judicial Clerk
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Human Resources Report- Part 1

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Adams	<input checked="" type="checkbox"/>	DJ, On the job & AOPC	N/A	\$16.83 - \$11.61/hr.	N/A	\$12.10 - \$8.34/hr.	Depends on length of service	Depends on length of service
Armstrong	<input type="checkbox"/>	On the job	N/A	\$10.14/ hr.	\$11.13-\$7.50/ hr.	N/A	Varies due to seniority	10

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Beaver	<input checked="" type="checkbox"/>	DJ and On the job	N/A	\$30,984 - \$22,379	\$28,572 - \$20,337	N/A	Depends on length of service	10 sick days/yr.
Bedford	<input type="checkbox"/>	On the job	\$11.24 - \$10.42 per hr.	N/A	\$8.26 - \$7.68 per hr.	\$8.25 per hour	12-24 days depending on length of employment	6

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Berks	<input checked="" type="checkbox"/>	On the job, Special Court Admin., AOPC & County	\$35,775 - \$23,722	\$32,797	N/A	N/A	Varies based on seniority.	Earn approx. 1 day per month.
Bradford	<input type="checkbox"/>	On the job & AOPC	\$24,260- \$17,599	N/A	\$22,022- \$15,961	N/A	Depends on time with county	12

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Bucks	<input checked="" type="checkbox"/>	DJ, On the Job & Special Ct. Admin.	N/A	\$32,871	\$28,309- \$27,485	N/A	10 to 25	12
Butler	<input checked="" type="checkbox"/>	On the job	N/A	N/A	\$28,665 - \$26,790	\$35,925- \$33,57	1- 4 yrs of service- 12 days, 5-10 yos- 15 days, 10-14 yos- 20 days & 15+ yos- 25 days	12

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Cameron	<input checked="" type="checkbox"/>	On the job, AOPC & Outside Seminars or Courses	N/A	\$11.16 per hour	\$8.25 per hour	N/A	9 days 1yr. 14 days after 3rd yr. 15 days after 10th yr. To max of 34 days.	10 day/ yr.
Carbon	<input checked="" type="checkbox"/>	On the job, AOPC, County & Outside Seminars or Courses	\$13.84- \$9.81/ hr.	\$16.32- \$11.56/ hr.	N/A	N/A	0-1 yos- 1/2 day per month. 1 yr- 8 days. 2 yrs- 10 days. 3 yrs- 12 days. 4 yrs- 15 days. 5yrs/over- 20 days.	3 yrs+ of service- 1/2 day/month. 3 to 10 yos- 3/4 days/month. 10+yos- 1 day/ month.

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Centre	<input checked="" type="checkbox"/>	All	\$32,136 - \$22,054	\$35,958- \$24,687	N/A	N/A	From .833 day to 2 days/month depending on yrs. of service	One day per month
Chester	<input checked="" type="checkbox"/>	On the job, Special Court Admin., County & Outside courses	N/A	\$39,200 - \$26,100	\$33,200 - \$22,100	N/A	Full Time- 12 days/yr. (1-5 years worked). 18 days/yr. (6-15 yrs worked). 24 days/ yr. (16+years worked).	Full Time- 12 days/yr.

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Clarion	<input checked="" type="checkbox"/>	On the job & AOPC	N/A	N/A	N/A	\$25,087 - \$15,278	Varies with seniority	10 days/yr
Clearfield	<input checked="" type="checkbox"/>	DJ, On the job & Special Ct. Admin.	\$12,000 - \$8,000	\$12,000 - \$8,000	\$33,000 - \$30,000	N/A	15 days	15 days

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Clinton	<input checked="" type="checkbox"/>	On the job & AOPC	\$19,442-\$14,760	\$23,275-\$17,671	N/A	N/A	1 yr. of service- 37.5 hrs., 2-less than 7yrs.-75 hours, 7- less than 11yrs.- 112.5 hours, 11-less than 20 yrs.-150 hrs. & 20- more- 187.5 hrs.	Six months of service- 3 days. 1 year of service- 6 days. 3 yos- 9 days. 5 yos- 12 days
Columbia	<input checked="" type="checkbox"/>	DJ, On the job & AOPC	N/A	\$10.41 - \$8.85/ hour	\$9.20 - \$8.03/ hour	N/A	1 year of service- 5 days, 1-3 yos- 10 days, 4 yos-15 days	1 year of service- 5 days, 1-3 yos- 10 days, 4 yos- 15 days

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Crawford	<input type="checkbox"/>	N/A	N/A	N/A	N/A	N/A	12-25	12
Cumberland	<input type="checkbox"/>	DJ & On the job	\$28,137 - \$23,143	\$32,567	N/A	N/A	0-24 months- 10 days. 25-180 months- 15 days. 180+ months- 20 days	5 per year

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Dauphin	<input checked="" type="checkbox"/>	On the job, AOPC & County	N/A	\$30,930	\$18,158	N/A	0-2 years of service- 13 days	0-2 years of service- 8 days
Delaware	<input checked="" type="checkbox"/>	Special Court Administrator	N/A	\$22,441 - \$17,836	\$20,348 - \$15,925	\$21,057 - \$16,562 & \$30,875 - \$29,271	1-6 yrs- 10 days. 6-14 yrs- 15 days. 14-19 yrs- 20 days. 19+ yrs- 25 days	12

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Elk	<input checked="" type="checkbox"/>	On the job, AOPC & Outside Seminars or Courses	N/A	\$23,300- \$21,900	\$20,000 - \$16,200	N/A	6 days after first year. Add 1 day for each year, up to a max of 25 a year.	12 per year
Fayette	<input type="checkbox"/>	On the job	\$21,021 - \$15,210	N/A	N/A	N/A	5 days after 1 yr. 10 days after 5 yrs. 15 days after 10 yrs. 20 days after 15 yrs. 16th yr- 1 additional day/yr up to 29 days	10

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Franklin	<input type="checkbox"/>	DJ & On the job	\$14.06 - \$8.82 /hr.	\$14.76 - \$9.27 /hr.	N/A	N/A	10-20 days depending on longevity	12
Fulton	<input type="checkbox"/>	DJ & On the job	\$13.17 - \$9.64 /hr.	N/A	N/A	N/A	Ranges from 1/2 day/ month/ yr. to 1 3/4 day/ month/ yr- depending on longevity	12 per year

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Greene	<input checked="" type="checkbox"/>	DJ, On the job, AOPC & County	\$11.69 - \$8.17	N/A	N/A	N/A	10 to 21	10
Indiana	<input type="checkbox"/>	DJ	\$16, 678	\$18,674 base	\$12, 775	N/A	12	12

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Jefferson	<input type="checkbox"/>	DJ & On the job	N/A	N/A	N/A	\$21,972 - \$21,333	10 minimum	7 hours per month accumulates
Lackawanna	<input checked="" type="checkbox"/>	On the job	\$26,000 - \$23,100	\$30,917	N/A	N/A	Depending on years of service	20

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Lancaster	<input checked="" type="checkbox"/>	DJ, On the job, Special Ct. Admin. & AOPC	N/A	N/A	\$29,000 - \$17,775	\$38,000 - \$20,300	10-25	12
Lawrence	<input checked="" type="checkbox"/>	On the job	N/A	N/A	N/A	\$17,202	1-7 yrs of service- 12 vacation days and 3 personal days 8-12 years of service- 18 vacation days & 3 personal days	1 1/4 days a month

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Lebanon	<input checked="" type="checkbox"/>	DJ, On the job & AOPC	N/A	\$27,702 - \$21,089	\$19,233 - \$17,768	N/A	Up to 25 days per yr & 4 personal days. New employees accrue 7 days per yr	15 per year
Lehigh	<input checked="" type="checkbox"/>	On the job, Special Ct. Admin. & County	N/A	\$39,395 - \$27,955	N/A	\$31,632 - \$16,744	10 for people with 1-5 yrs of service	approx. 12

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Luzerne	<input checked="" type="checkbox"/>	On the job & Special Ct. Admin.	\$34,260 - \$21,100	\$39,126 - \$22,100	N/A	N/A	6 months-1yr- 5 days. 1-5 yrs- 10 days. 5-14 yrs- 15 days. 14-20 yrs-20 days. 20+ yrs.- 20 days	17 days
Lycoming	<input checked="" type="checkbox"/>	DJ, On the job, County & Outside Seminars or Courses	N/A	\$17,069.48- \$31,266.65	\$17,069.48- \$31,266.65	N/A	10 for the first yr of service. 20 days for service yrs 2-10	We use pool leave which is used for both vacation and sick.

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
McKean	<input checked="" type="checkbox"/>	DJ & On the job	\$17,580 - \$13,504	N/A	N/A	N/A	Depends on years of service- entry level 12 days	15 days
Mercer	<input checked="" type="checkbox"/>	On the job & AOPC	N/A	\$27, 964 - \$20, 523	\$21, 858 - \$18,746	N/A	Depends on length of service	10

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Mifflin	<input type="checkbox"/>	DJ, On the job & AOPC	N/A	\$13.56	\$12.10	N/A	Based upon years of service.	One per month
Monroe	<input checked="" type="checkbox"/>	DJ, On the job & AOPC	N/A	N/A	N/A	\$19,215- \$17,24	10 days after 1 year	1 earned for each 30 days worked

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Montgomery	<input type="checkbox"/>	On the job	N/A	N/A	\$32,000-\$21,801	\$36,000- \$24,00	Depends on yrs of service- up to 5 weeks	12
Montour	<input checked="" type="checkbox"/>	DJ, On the job & AOPC	N/A	\$21,000	\$16,900 - \$16,100	N/A	1 year of service- 5 days. 1-3 yos- 10 days. 4 yos-15 days	12

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Northampton	<input checked="" type="checkbox"/>	On the job & AOPC	N/A	N/A	N/A	\$15.96 - \$11.73	Depends upon seniority	12
Northumberland	<input type="checkbox"/>	DJ, On the job & AOPC	\$27,431-\$11,500	N/A	\$24,620-\$15,550	\$17,000-\$14,00	3 weeks	8-12 days

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Pike	<input checked="" type="checkbox"/>	On the job	\$16.12 - \$8.89/ hour	N/A	N/A	N/A	1 yr- 5 days. 2 5 yrs- 10 days. 6-20 yrs- 15 days. 20+ years-20 days	6
Potter	<input type="checkbox"/>	N/A	N/A	N/A	\$12.19 - \$7.35 per hour	N/A	FT- 10 days/yr. After 3 yrs.- 15 days. PT- prorated hours staff member has worked.	Full time- sick 15 days per yr

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Snyder	<input checked="" type="checkbox"/>	DJ, On the job & AOPC	\$19,084-\$14,950	\$21,988-\$17,800	N/A	N/A	1 yr- 1 week. 2 yrs.- 2 wks. 10 yrs- 3 wks. 20 yrs.- 4 wks	15
Tioga	<input checked="" type="checkbox"/>	DJ, On the job & AOPC	N/A	N/A	N/A	\$27,300- \$17,55	10 to start	15

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Union	<input checked="" type="checkbox"/>	DJ, On the job & AOPC	\$21,500	\$26,000	N/A	N/A	14-19 days	15 days
Venango	<input checked="" type="checkbox"/>	DJ, On the job & Special Ct. Admin.	\$10.72 - \$8.12	\$11.87- \$9.00	N/A	N/A	1- 5 yrs of service- 10 days. 5+ yos- 15 day	12 days

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Warren	<input checked="" type="checkbox"/>	On the job & AOPC	N/A	N/A	N/A	N/A	10 to 15 depending on longevity- plus 2 personal days	15
Washington	<input checked="" type="checkbox"/>	On the job & AOPC	\$24,700 - \$23,500	N/A	N/A	\$21,700 -\$20,70	1-5 yrs of service- 10 days. 5-10 yos- 15 days. 10-20 yos-20 days. 21+ yos- 25 days.	15 days

<i>County</i>	<i>33. Provide job related training?</i>	<i>34. Who trains new staff?</i>	<i>35a. Salary range for DJ Secretary?</i>	<i>35b. Salary range for Office Supervisor?</i>	<i>35c. Salary range for Clerk?</i>	<i>35d. Salary range for Other staff?</i>	<i>36. # of vacation days allotted to staff per year?</i>	<i>37. # of sick days allotted to staff per year?</i>
Westmoreland	<input checked="" type="checkbox"/>	DJ, On the job & Special Ct. Admin.	\$18.14 - \$9.83	N/A	N/A	N/A	1+ year- 10 days. 15 yrs- 25 days.	15 per yr that can accumulate to 170 days.
York	<input checked="" type="checkbox"/>	On the job, AOPC & Outside Seminars or Courses	N/A	\$20.91 - \$13.06/hr.	\$12.78- \$8.52/hr.	N/A	10 days for staff w/ less than 4 yrs of service- increases over yos	Managers- 6 days for less than 2 yos. 2 yos- 12 days Clerks- 5 days for less than 2 yos. 2 yos- 10 days

Human Resources Report- Part 2

<i>County</i>	<i>38a. Final Hiring Approval for DJ Secretary?</i>	<i>38b. Final Hiring Approval for Office Supervisor?</i>	<i>38c. Final Hiring Approval for Court Clerk?</i>	<i>38d. Final Hiring Approval for Other Staff?</i>	<i>39a. Initial Candidate Selections for DJ Secretary?</i>	<i>39b. Initial Candidate Selections for Office Supervisor?</i>	<i>39c. Initial Candidate Selections for Court Clerk?</i>	<i>39d. Initial Candidate Selections for Other Staff?</i>	<i>40. Established discipline policy for staff?</i>	<i>41. Responsible for termination of staff?</i>
Adams	N/A	PJ & DJ	N/A	PJ & DJ	N/A	PJ & DJ	N/A	PJ & DJ	No	PJ & DJ
Armstrong	DJ	DJ	DJ	N/A	DJ	DJ	DJ	N/A	Yes	PJ & DJ
Beaver	N/A	PJ & DCA	PJ & DCA	N/A	N/A	DJ	DJ	N/A	N/A	PJ & DCA

<i>County</i>	<i>38a. Final Hiring Approval for DJ Secretary?</i>	<i>38b. Final Hiring Approval for Office Supervisor?</i>	<i>38c. Final Hiring Approval for Court Clerk?</i>	<i>38d. Final Hiring Approval for Other Staff?</i>	<i>39a. Initial Candidate Selections for DJ Secretary?</i>	<i>39b. Initial Candidate Selections for Office Supervisor?</i>	<i>39c. Initial Candidate Selections for Court Clerk?</i>	<i>39d. Initial Candidate Selections for Other Staff?</i>	<i>40. Established discipline policy for staff?</i>	<i>41. Responsible for termination of staff?</i>
Bedford	PJ & DJ	PJ & DJ	PJ & DJ	PJ & DJ	DJ	DJ	DJ	DJ	No	PJ & DJ
Berks	PJ	PJ	N/A	N/A	DJ & Dep./ Spec. Ct. Admin.	DJ & Dep./ Spec. Ct. Admin.	N/A	N/A	Yes	PJ & DCA
Bradford	PJ, DJ, & DCA	N/A	PJ, DJ, & DCA	N/A	DCA	N/A	DCA	N/A	Yes	PJ
Bucks	N/A	PJ, DJ & Dep./ Spec. Ct. Admin.	PJ, DJ & Dep./ Spec. Ct. Admin.	N/A	N/A	Dep./ Spec. Ct. Admin.	Dep./ Spec. Ct. Admin.	N/A	Yes	PJ, DJ, DCA & Dep./ Spec. Ct. Admin.

<i>County</i>	<i>38a. Final Hiring Approval for DJ Secretary?</i>	<i>38b. Final Hiring Approval for Office Supervisor?</i>	<i>38c. Final Hiring Approval for Court Clerk?</i>	<i>38d. Final Hiring Approval for Other Staff?</i>	<i>39a. Initial Candidate Selections for DJ Secretary?</i>	<i>39b. Initial Candidate Selections for Office Supervisor?</i>	<i>39c. Initial Candidate Selections for Court Clerk?</i>	<i>39d. Initial Candidate Selections for Other Staff?</i>	<i>40. Established discipline policy for staff?</i>	<i>41. Responsible for termination of staff?</i>
Butler	N/A	N/A	PJ, DJ & DCA	PJ, DJ & DCA	N/A	N/A	DJ	DJ	Yes	PJ, DJ & DCA
Cameron	N/A	N/A	PJ	N/A	N/A	N/A	DJ & DCA	N/A	Yes	PJ
Carbon	PJ, DJ & DCA	PJ, DJ & DCA	N/A	N/A	DJ, DCA & Asst. Court Admin.	DJ, DCA & Asst. Court Admin.	N/A	N/A	Yes	PJ, DJ & DCA
Centre	PJ, DJ & DCA	PJ, DJ & DCA	N/A	N/A	DJ	DJ	N/A	N/A	Yes	PJ, DJ & DCA

<i>County</i>	<i>38a. Final Hiring Approval for DJ Secretary?</i>	<i>38b. Final Hiring Approval for Office Supervisor?</i>	<i>38c. Final Hiring Approval for Court Clerk?</i>	<i>38d. Final Hiring Approval for Other Staff?</i>	<i>39a. Initial Candidate Selections for DJ Secretary?</i>	<i>39b. Initial Candidate Selections for Office Supervisor?</i>	<i>39c. Initial Candidate Selections for Court Clerk?</i>	<i>39d. Initial Candidate Selections for Other Staff?</i>	<i>40. Established discipline policy for staff?</i>	<i>41. Responsible for termination of staff?</i>
Chester	N/A	DJ	PJ	N/A	N/A	DJ & Dep./ Spec. Ct. Admin./ County	DJ & Dep./ Spec. Ct. Admin./ County	N/A	Yes	PJ
Clarion	N/A	N/A	N/A	PJ & DJ	N/A	N/A	N/A	DJ	Yes	PJ & DJ
Clearfield	DJ	PJ & DCA	PJ	N/A	DJ	DCA	PJ	N/A	Yes	PJ
Clinton	N/A	PJ, DJ & DCA	PJ, DJ & DCA	N/A	N/A	DJ	DJ	N/A	Yes	DJ

<i>County</i>	<i>38a. Final Hiring Approval for DJ Secretary?</i>	<i>38b. Final Hiring Approval for Office Supervisor?</i>	<i>38c. Final Hiring Approval for Court Clerk?</i>	<i>38d. Final Hiring Approval for Other Staff?</i>	<i>39a. Initial Candidate Selections for DJ Secretary?</i>	<i>39b. Initial Candidate Selections for Office Supervisor?</i>	<i>39c. Initial Candidate Selections for Court Clerk?</i>	<i>39d. Initial Candidate Selections for Other Staff?</i>	<i>40. Established discipline policy for staff?</i>	<i>41. Responsible for termination of staff?</i>
Columbia	Other	Other, DJ, DCA & PJ	Other, DJ, DCA & PJ	N/A	N/A	DJ	DJ	N/A	Yes	PJ, DJ & DCA
Crawford	N/A	N/A	N/A	DJ	N/A	N/A	N/A	DJ	Yes	DJ
Cumberland	DJ	DJ	DJ	N/A	DJ	DJ	DJ	N/A	Yes	PJ, DJ & Dep./ Spec. Ct. Admin.
Dauphin	DJ, Dep./ Spec. Ct. Admin. & PJ	DJ, Dep./ Spec. Ct. Admin. & PJ	DJ, Dep./ Spec. Ct. Admin. & P	N/A	DJ	DJ	DJ	N/A	Yes	DJ, Dep./ Spec. Ct. Admin. & PJ

<i>County</i>	<i>38a. Final Hiring Approval for DJ Secretary?</i>	<i>38b. Final Hiring Approval for Office Supervisor?</i>	<i>38c. Final Hiring Approval for Court Clerk?</i>	<i>38d. Final Hiring Approval for Other Staff?</i>	<i>39a. Initial Candidate Selections for DJ Secretary?</i>	<i>39b. Initial Candidate Selections for Office Supervisor?</i>	<i>39c. Initial Candidate Selections for Court Clerk?</i>	<i>39d. Initial Candidate Selections for Other Staff?</i>	<i>40. Established discipline policy for staff?</i>	<i>41. Responsible for termination of staff?</i>
Delaware	N/A	PJ & Dep./ Spec. Ct. Admin.	N/A	PJ & Dep./ Spec. Ct. Admin.	N/A	County	N/A	County	Yes	Dep./ Spec. Ct. Admin.
Elk	N/A	DJ & DCA	PJ	N/A	N/A	N/A	DJ & DCA	N/A	Yes	PJ
Fayette	PJ	N/A	N/A	N/A	DJ & Dep./ Spec. Ct. Admin.	N/A	N/A	N/A	No	PJ
Franklin	DJ	N/A	N/A	N/A	DJ	DJ	N/A	N/A	Yes	DJ & DCA

<i>County</i>	<i>38a. Final Hiring Approval for DJ Secretary?</i>	<i>38b. Final Hiring Approval for Office Supervisor?</i>	<i>38c. Final Hiring Approval for Court Clerk?</i>	<i>38d. Final Hiring Approval for Other Staff?</i>	<i>39a. Initial Candidate Selections for DJ Secretary?</i>	<i>39b. Initial Candidate Selections for Office Supervisor?</i>	<i>39c. Initial Candidate Selections for Court Clerk?</i>	<i>39d. Initial Candidate Selections for Other Staff?</i>	<i>40. Established discipline policy for staff?</i>	<i>41. Responsible for termination of staff?</i>
Fulton	DJ	N/A	N/A	N/A	DJ	N/A	N/A	N/A	No	DJ
Greene	DJ & Other	N/A	N/A	N/A	County	N/A	N/A	N/A	Yes	DJ & County Human Resources
Indiana	DJ	DJ	DJ	DJ	DJ	DJ	DJ	DJ	Yes	PJ
Jefferson	N/A	N/A	N/A	PJ	N/A	N/A	N/A	DJ	Yes	PJ

<i>County</i>	<i>38a. Final Hiring Approval for DJ Secretary?</i>	<i>38b. Final Hiring Approval for Office Supervisor?</i>	<i>38c. Final Hiring Approval for Court Clerk?</i>	<i>38d. Final Hiring Approval for Other Staff?</i>	<i>39a. Initial Candidate Selections for DJ Secretary?</i>	<i>39b. Initial Candidate Selections for Office Supervisor?</i>	<i>39c. Initial Candidate Selections for Court Clerk?</i>	<i>39d. Initial Candidate Selections for Other Staff?</i>	<i>40. Established discipline policy for staff?</i>	<i>41. Responsible for termination of staff?</i>
Lackawanna	PJ & DJ	PJ, DCA & Dep./ Spec. Ct. Admin.	N/A	N/A	DJ & Other-Hiring Comm.	DCA, Dep./ Spec. Ct. Admin. & Other-Hiring Comm.	N/A	N/A	Yes	PJ & DJ
Lancaster	N/A	N/A	DCA	DCA	N/A	N/A	DJ	DJ	Yes	PJ, DJ, DCA & Dep./ Spec. Ct. Admin.
Lawrence	N/A	DJ	DJ	DJ	DJ	DJ	DJ	DJ	Yes	DJ
Lebanon	PJ	PJ	PJ	N/A	DJ	DJ	DJ	N/A	No	PJ

<i>County</i>	<i>38a. Final Hiring Approval for DJ Secretary?</i>	<i>38b. Final Hiring Approval for Office Supervisor?</i>	<i>38c. Final Hiring Approval for Court Clerk?</i>	<i>38d. Final Hiring Approval for Other Staff?</i>	<i>39a. Initial Candidate Selections for DJ Secretary?</i>	<i>39b. Initial Candidate Selections for Office Supervisor?</i>	<i>39c. Initial Candidate Selections for Court Clerk?</i>	<i>39d. Initial Candidate Selections for Other Staff?</i>	<i>40. Established discipline policy for staff?</i>	<i>41. Responsible for termination of staff?</i>
Lehigh	N/A	PJ, DJ & Dep./ Spec. Ct. Admin.	N/A	PJ, DJ & Dep./ Spec. Ct. Admin.	N/A	Dep./ Spec. Ct. Admin.	N/A	Dep./ Spec. Ct. Admin.	Yes	DJ & Dep./ Spec. Ct. Admin.
Luzerne	PJ	PJ	N/A	N/A	DJ	DJ	N/A	N/A	Yes	Dep./ Spec. Ct. Admin.
Lycoming	N/A	DJ & DCA	DJ & DCA	N/A	N/A	DJ	DJ	N/A	Yes	DCA
McKean	DJ	N/A	N/A	N/A	DJ	N/A	N/A	N/A	Yes	DJ & DCA

<i>County</i>	<i>38a. Final Hiring Approval for DJ Secretary?</i>	<i>38b. Final Hiring Approval for Office Supervisor?</i>	<i>38c. Final Hiring Approval for Court Clerk?</i>	<i>38d. Final Hiring Approval for Other Staff?</i>	<i>39a. Initial Candidate Selections for DJ Secretary?</i>	<i>39b. Initial Candidate Selections for Office Supervisor?</i>	<i>39c. Initial Candidate Selections for Court Clerk?</i>	<i>39d. Initial Candidate Selections for Other Staff?</i>	<i>40. Established discipline policy for staff?</i>	<i>41. Responsible for termination of staff?</i>
Mercer	N/A	PJ & DJ	PJ & DJ	N/A	N/A	DJ	DJ	N/A	Yes	PJ & DJ
Mifflin	N/A	PJ & DJ	PJ & DJ	N/A	N/A	DJ	DJ	N/A	Yes	PJ & DJ
Monroe	N/A	N/A	DJ	DJ	N/A	N/A	N/A	Dep./ Spec. Ct. Admin.	Yes	Dep./ Spec. Ct. Admin.
Montgomery	N/A	DJ & Other-Senior Clerk	DJ & Dep./ Spec. Ct. Admin.	N/A	N/A	DJ & Other-Senior Clerk	County	N/A	Yes	Dep. Ct. Admin., County HR & Other-Salary Board

<i>County</i>	<i>38a. Final Hiring Approval for DJ Secretary?</i>	<i>38b. Final Hiring Approval for Office Supervisor?</i>	<i>38c. Final Hiring Approval for Court Clerk?</i>	<i>38d. Final Hiring Approval for Other Staff?</i>	<i>39a. Initial Candidate Selections for DJ Secretary?</i>	<i>39b. Initial Candidate Selections for Office Supervisor?</i>	<i>39c. Initial Candidate Selections for Court Clerk?</i>	<i>39d. Initial Candidate Selections for Other Staff?</i>	<i>40. Established discipline policy for staff?</i>	<i>41. Responsible for termination of staff?</i>
Montour	PJ	DJ, DCA & P.	DJ, DCA & PJ	N/A	DJ	DJ	DJ	N/A	Yes	PJ
Northampton	N/A	N/A	N/A	PJ, DJ & Dep./ Spec. Ct. Admin.	DJ	N/A	N/A	DJ	Yes	PJ & DJ
Northumberland	PJ, DJ & County Board	N/A	PJ, DJ & County Comm.	N/A	DJ	N/A	DJ	DJ	Yes	DJ
Pike	N/A	DJ	N/A	N/A	N/A	Other- DJ Court Admin.	N/A	N/A	No	DJ, DCA & PJ

<i>County</i>	<i>38a. Final Hiring Approval for DJ Secretary?</i>	<i>38b. Final Hiring Approval for Office Supervisor?</i>	<i>38c. Final Hiring Approval for Court Clerk?</i>	<i>38d. Final Hiring Approval for Other Staff?</i>	<i>39a. Initial Candidate Selections for DJ Secretary?</i>	<i>39b. Initial Candidate Selections for Office Supervisor?</i>	<i>39c. Initial Candidate Selections for Court Clerk?</i>	<i>39d. Initial Candidate Selections for Other Staff?</i>	<i>40. Established discipline policy for staff?</i>	<i>41. Responsible for termination of staff?</i>
Potter	N/A	N/A	DJ, DCA & Co. Comm.	N/A	N/A	N/A	DJ	N/A	No	PJ
Snyder	DJ	DJ	N/A	N/A	DJ	DJ	N/A	N/A	No	DJ
Tioga	N/A	N/A	N/A	DJ	N/A	N/A	N/A	DJ	Yes	DJ
Union	PJ DJ & Other-County Commissioners	PJ & DJ	N/A	N/A	DJ	DJ	N/A	N/A	Yes	PJ, DJ & Other-County Commissioners

<i>County</i>	<i>38a. Final Hiring Approval for DJ Secretary?</i>	<i>38b. Final Hiring Approval for Office Supervisor?</i>	<i>38c. Final Hiring Approval for Court Clerk?</i>	<i>38d. Final Hiring Approval for Other Staff?</i>	<i>39a. Initial Candidate Selections for DJ Secretary?</i>	<i>39b. Initial Candidate Selections for Office Supervisor?</i>	<i>39c. Initial Candidate Selections for Court Clerk?</i>	<i>39d. Initial Candidate Selections for Other Staff?</i>	<i>40. Established discipline policy for staff?</i>	<i>41. Responsible for termination of staff?</i>
Venango	DJ & DCA	DJ & DCA	N/A	N/A	DJ	DJ	N/A	N/A	Yes	DJ & DCA
Warren	N/A	DJ & DCA	N/A	DJ & DCA	N/A	DJ	N/A	DJ	Yes	N/A
Washington	PJ, DJ & Dep./ Spec. Ct. Admin.	N/A	N/A	PJ, DJ & Dep./ Spec. Ct. Admin.	DJ & Dep./ Spec. Ct. Admin.	N/A	N/A	DJ & Dep./ Spec. Ct. Admin.	Yes	PJ, DJ & Dep./ Spec. Ct. Admin.
Westmoreland	PJ, DCA. & Dep./ Spec. Ct. Admin.	N/A	N/A	PJ, DCA & Dep./ Spec. Ct. Admin.	DJ & Dep./ Spec. Ct. Admin.	N/A	N/A	Cleaning Staff- DJ	Yes	PJ

<i>County</i>	<i>38a. Final Hiring Approval for DJ Secretary?</i>	<i>38b. Final Hiring Approval for Office Supervisor?</i>	<i>38c. Final Hiring Approval for Court Clerk?</i>	<i>38d. Final Hiring Approval for Other Staff?</i>	<i>39a. Initial Candidate Selections for DJ Secretary?</i>	<i>39b. Initial Candidate Selections for Office Supervisor?</i>	<i>39c. Initial Candidate Selections for Court Clerk?</i>	<i>39d. Initial Candidate Selections for Other Staff?</i>	<i>40. Established discipline policy for staff?</i>	<i>41. Responsible for termination of staff?</i>
York	N/A	DJ & Dep./ Spec. Ct. Admin.	DJ & Dep./ Spec. Ct. Admin.	N/A	N/A	Dep./ Spec. Ct. Admin.	Dep./ Spec. Ct. Admin.	N/A	Yes	Dep./ Spec. Ct. Admin.

Fiscal Administration Report

<i>County</i>	<i>42. Who prepares the budget for DJ courts?</i>	<i>43. Separate budget for each district court?</i>	<i>44. Do your courts accept credit cards and/or bankcards?</i>	<i>45. Collection agencies used by DJ courts?</i>
Adams	PJ, DJ & DCA	Yes	No	No
Armstrong	DJ	Yes	No	No
Beaver	DCA & Dep./ Spec. Ct. Admin.	Yes	No	No
Bedford	PJ & DCA	Yes	No	No
Berks	PJ, DCA & Dep./ Spec. Ct. Admin.	No	Yes	No
Bradford	DJ	Yes	No	No
Bucks	Dep./ Spec. Ct. Admin.	Yes	Yes	No

<i>County</i>	<i>42. Who prepares the budget for DJ courts?</i>	<i>43. Separate budget for each district court?</i>	<i>44. Do your courts accept credit cards and/or bankcards?</i>	<i>45. Collection agencies used by DJ courts?</i>
Butler	DJ, Dep./ Spec. Ct. Admin. & Office Manag	Yes	In the process	No
Cameron	DJ & Office Manager	Yes	No	No
Carbon	DJ & DCA	Yes	No	No
Centre	DJ, DCA, Dep./ Spec. Ct. Admin. & Office Manager	Yes	No	No
Chester	Dep./ Spec. Ct. Admin.	Yes	Yes	No
Clarion	Dep./ Spec. Ct. Admin.	Yes	No	No
Clearfield	DJ & DCA	Yes	No	No
Clinton	DCA	Yes	No	No
Columbia	DCA	Yes	In the process	No

<i>County</i>	<i>42. Who prepares the budget for DJ courts?</i>	<i>43. Separate budget for each district court?</i>	<i>44. Do your courts accept credit cards and/or bankcards?</i>	<i>45. Collection agencies used by DJ courts?</i>
Crawford	DJ	Yes	No	No
Cumberland	DJ	Yes	Yes	No
Dauphin	Dep./ Spec. Ct. Admin.	Yes	Yes	No
Delaware	Dep./ Spec. Ct. Admin.	No	Yes	No
Elk	DJ & Office Manager	Yes	No	No
Fayette	Dep./ Spec. Ct. Admin.	No	No	No
Franklin	DCA	No	No	No
Fulton	DCA	No	No	No
Greene	DJ & County	Yes	No	No

<i>County</i>	<i>42. Who prepares the budget for DJ courts?</i>	<i>43. Separate budget for each district court?</i>	<i>44. Do your courts accept credit cards and/or bankcards?</i>	<i>45. Collection agencies used by DJ courts?</i>
Indiana	DJ	Yes	No	No
Jefferson	DCA	Yes	No	No
Lackawanna	Dep./ Spec. Ct. Admin.	No	No	Yes
Lancaster	Dep./ Spec. Ct. Admin.	Yes	No	No
Lawrence	DJ	Yes	No	No
Lebanon	DCA	No	In process	No
Lehigh	Dep./ Spec. Ct. Admin.	No	Yes	No
Luzerne	PJ, DJ, DCA & Dep./ Spec. Ct. Admin.	Yes	No	No
Lycoming	DJ	Yes	No	No

<i>County</i>	<i>42. Who prepares the budget for DJ courts?</i>	<i>43. Separate budget for each district court?</i>	<i>44. Do your courts accept credit cards and/or bankcards?</i>	<i>45. Collection agencies used by DJ courts?</i>
McKean	DJ & DCA	Yes	No	No
Mercer	DCA	Yes	In process	No
Mifflin	DJ & Office Manager/ Supervisor	Yes	No	No
Monroe	Dep./ Spec. Ct. Admin.	Yes	No	No
Montgomery	Dep./ Spec. Ct. Admin.	No	No	No
Montour	DJ	N/A	No	No
Northampton	Dep./ Spec. Ct. Admin.	No	No	No
Northumberland	DJ & County Commissioners	Yes	No	No
Pike	DJ & DCA	Yes	No	No

<i>County</i>	<i>42. Who prepares the budget for DJ courts?</i>	<i>43. Separate budget for each district court?</i>	<i>44. Do your courts accept credit cards and/or bankcards?</i>	<i>45. Collection agencies used by DJ courts?</i>
Potter	DCA	Yes	No	No
Snyder	DJ	Yes	No	No
Tioga	DJ	Yes	Yes	No
Union	DJ & County	Yes	No	No
Venango	DCA	Yes	No	No
Warren	DJ & County	Yes	No	No
Washington	Other- Deputy Admin./ Functional Unit	Yes	No	No
Westmoreland	DJ, DCA & County Financial Officer & Comm.	No	Yes	No
York	DCA & Dep./ Spec. Ct. Admin.	No	No	No

Off-Hours Court Administration Report

<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
Adams	We have a weekly 24 hour on-call schedule for DJ	Approx. 13 weeks per year	N/A	N/A	N/A
Armstrong	On-call DJ, who is called by 911, goes to the office.	One week every month.	N/A	N/A	N/A

<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
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Beaver	The 9 DJs rotate the on-call night and weekend schedule. Night & weekend duty begins Friday at 5PM to Thursday at 9AM. The on-call DJ, who is contacted by 911 handles arraignments, bond payments & emergency PFAs.	Once every 9 weeks for 7 days.	Each individual DJ assigns staff.	Overtime	It is not supplemented. There is never more than 1 clerical person called out on night duty. The office is staffed w/ either 2 or 3 clerks the next day. If necessary, we provide a PT clerk.
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Bedford	On-call DJ handle those matters	13 weeks per year	N/A	Comp Time	Rarely happens
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<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
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Berks	Central Arraignment Court (nigh court) that is an after hour emergency duty court.	Rotation	Some shifts are covered by permanent PT employees & other shift are covered by permanent FT employee who request their name be placed on voluntary call list for OT shifts.	Overtime	If employee is on the O call list, she/he volunteered for OT. She/he works the OT in addition to regular shift
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Bradford	DJs are on a rotating on-call basis to cover off-hour matters.	They must serve several days per month.	N/A	N/A	N/A
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<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
Bucks	2 DJs are available every 4 hours during the weekends and nights.	Rural area- every 6 weeks. Suburban - every 12 weeks	Rotating basis based upon seniority	Overtime	Staff work regular shift in addition to some on-call duty if necessary.
Butler	DJs participate in rotating on-call schedule 7 times per year planned for 2004.	1 night per week; 10 weekends a year	On as needed basis	Overtime & Comp Time	N/A
Cameron	Duty DJ is called by county dispatch. If necessary, DJ goes in	Every 3 weeks	N/A	N/A	N/A

<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
Carbon	The Comm. Center calls DJ and i charges approved by DA, DJ comes out to hold preliminary arraignments or hear emergency PFAs.	Every 4 weeks.	Only on an as needed basis- Staff available only if warrant round up	Comp Time	Not supplemented. Works OT and receives comp. time.
Centre	The five DJs rotate on-call schedules for night duty.	Once every 5 weeks.	N/A	N/A	N/A
Chester	Each DJ on-call rotates every 2 days to cover for PFA's & arraignments. This is done by court order. "Window hours"- 8 11:30 PM	Average 11 times per year	Each DJ office provides for "on-call" coverage by volunteer or use schedule	Overtime & Comp time	If the employee request OT, they are expected to work during the day.

<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
Clarion	DJs and their staff members rotat off hour business.	Appr. 13 weeks per year	DJ assigns	Comp Time	N/A
Clearfield	DJ rotates one week per month.	12 times per year	The on-call DJ uses his/her staff within their own offices.	Overtime & Comp Time	Comp time
Clinton	Off-hour business is rotated between DJs.	Every third week.	It is up to the DJ on call	Overtime	N/A

<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
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Columbia	DJs are assigned temp. to serve other districts for one-week periods respectively from Tuesday at 9AM to the following Tuesday at 9AM.	Approx. 10 on call weeks per year.	As determined by the D.	Overtime & Comp time	Depends on the DJ office- some offices do not call administrative staff out on off-hour business. Some use "flex" time.
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Crawford	Weekly- rotating on call	8-9 weeks	N/A	N/A	N/A
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Cumberland	The on-call DJ handles all off-hour business.	6 times	N/A	Comp Time	Not a common occurrence
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<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
Dauphin	We have a fully operational Night Court with a staff of 3 full time, 1 part time and a budget of \$232,000.00.	2-3 weeks	Separate staff that report to DJ Administrator.	Overtime	N/A
Delaware	Established weekend and holiday duty groups with detailed instructions on preliminary arraignments and video conferencing.	Rotation within duty groups.	One member of DJ staff volunteers to work at night or on weekends.	Overtime	Overtime.
Elk	Duty DJ is contacted by county dispatch, if necessary, DJ goes to office to handle the matter.	Every 3 weeks	N/A	N/A	N/A

<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
Fayette	Two DJs are on-call at all times. They are called out by 911.	4 weeks	N/A	N/A	N/A
Franklin	Rotating "on-call" schedule to cover entire county.	Once every 6 weeks	N/A	N/A	N/A
Fulton	We use a rotating "on-call" schedule to cover the entire coun	Once every 3 weeks	N/A	N/A	N/A

<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
Greene	Paid call-in off hours 3 hours minimum	2 week period for each District Justice	Secretary takes turn on call with the DJ.	Overtime	N/A
Indiana	Each DJ is assigned on a rotation basis a week of on-call duty.	Approx. 13 weeks each year.	The office supervisor is usually on call & if unavailable, then the secretary is called.	Overtime	There is no supplemented staff used if others are called for night duty.
Jefferson	Yearly weekend roster prepared b DCA. DJ responsible for his/her own office during weekend duty.	Once every 3 weeks.	N/A	N/A	N/A

<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
Lackawanna	On duty is set by the Court Administrator's Office on a rotation schedule.	33 times per year	District Justices handle all on duty work.	Comp Time	They will take the following day off if able
Lancaster	County divided into 4 duty courts One DJ on call for each duty court. Local police contact DJ directly or through County Communications, who then contact DJ via pager.	13 weeks per year	None are assigned.	N/A	N/A
Lawrence	We have a rotating system- 1 weekend a month on the average	1 week per year on the average	The DJ decides who will be needed	Overtime & Comp Time	The staff is not assigned to be in on a regular basis, this not a problem

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Lebanon	Rotation of 7 district justices for one week	7 times per year	N/A	Comp Time	N/A
Lehigh	<p>Monday- Friday- Night Court Office. One permanent staff employee. DJs assigned to one week rotation.</p> <p>Weekends & Holidays- two rotation groups (City/Suburban)- on-call. Staff on-call.</p>	Night Court- 4 times/yr. Weekend rotation- 7 times/yr.	Night Court- one permanent employee. Rotation groups- volunteer staffing for overtime/ comp time	Overtime & Comp Time	Not Supplemented
Luzerne	Duty DJs assigned on rotating schedule by assignment of Court	Every 18 days	N/A	N/A	N/A

<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
Lycoming	1 DJ is on call duty every night.	One day per week	N/A	Overtime	N/A
McKean	Night duty DJ handles arraignments by video conference (from home). Otherwise Night duty DJ would go to the office for emergency PFAs, etc.	One week per month	N/A- on as needed basis	Comp Time	Staff is not assigned to night duty.
Mercer	DJs rotate on a weekly basis.	Every 5th week.	DJ handles	Overtime	N/A

<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
Mifflin	On-call DJ- shares admin. arrangement with the 41st Judicial District, Juniata County Branch.	13 times per year	None except with unusual circumstances	Overtime & Comp Time	N/A
Monroe	The DJ on night duty handles off hour business.	5 weeks per year on rotation basis	Some DJs have a specific office person who is on-call. Other DJs do paperwork themselves.	Overtime & Comp Time	Schedules are not supplemented other than a floater going to the office if one is free.
Montgomery	After hours, special assignment schedules and video arraignments	12 times	DJ requests staff to serve	Comp Time	There is no supplementation.

<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
Montour	Montour and Columbia counties share off-hours duties. 5th week rotation for 1 week of duty.	10 weeks a year	N/A	Comp Time	N/A
Northampton	Night Duty DJ on-call from 4:30 PM until 8:30 AM Friday to Friday- 2 per county	7-8 weeks per year	N/A	N/A	N/A
Northumberland	PJ schedules DJs to be on-call 1 day a week at night & 1 weekend every 5th week.	1 weeknight a week and 1 weekend every 5th week	N/A	N/A	N/A

<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
Pike	DJ on rotating schedule for on-call night/weekend duty every fourth week.	13 weeks	N/A	Overtime	N/A
Potter	DJs take turns being on call	12 times per year/ once a month	N/A	N/A	N/A
Snyder	There are 4 DJs in the 17th judicial district who rotate on call weekly.	13	N/A	N/A	No staff are used after regular business hours.

<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
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Tioga	DJs are contacted by the 911 Communications Center via page or telephone. DJs then travel to their offices to conduct arraignments or issue emergency PFAs.	DJs rotate on-call weekly. 17 weeks each	N/A	Comp Time	Again, this does not usually occur, but staff can be shifted around from other DJs if necessary.
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Union	Weekly on-call rotation for DJs every 7th day.	13 weeks	N/A	N/A	N/A
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Venango	Each DJ handles his own arraignments, PFAs during the week and they cover on a rotation basis on the weekends.	13 times a year for weekend rotations	N/A	Comp Time	N/A
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<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
Warren	The DJs are on call on a rotating basis with a schedule prepared annually.	Approx. 12 times- every four weeks	Court Administrator prepares annual schedule	N/A	The district justices normally handle night duty without staff.
Washington	A DJ is available every 4 hours after office hours & on weekends/holidays.	4 weeks	The DJ decides which employee to call out- it is usually the DJ Secretary.	Overtime	N/A

<i>County</i>	<i>46. Provide a brief explanation for handling off-hour business</i>	<i>47. How often do DJs serve per year for off-hour business?</i>	<i>48. How do you assign staff for off-hour business?</i>	<i>49. How is staff paid for off-hour business?</i>	<i>50. How is staff supplemented during day if some staff is on night duty?</i>
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Westmoreland	Arraignments, emergency PFA's, summary warrants, search warrants and other details are handled at the Night Court operation established in 1995. Hours of operation are 8 PM to AM.	The 19 DJs serve once every 19 weeks for a full week.	3 staff persons are employed to work Nigh Court. 2 Full-time and 1 part-time person.	Overtime	Day staff only works Night Court in an emergency. They are paid overtime and there is a list of 5 names who are trained to do so.
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York	York County utilizes Duty Court	21 days a yr. Per DJ	Full time clerk who works 5:30 p.m. to 2:30 a.m. each day.	Overtime	N/A
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Technology Report

<i>County</i>	<i>51. Voicemail or answering machines?</i>	<i>51a. What type of system?</i>	<i>51b. How many offices have neither?</i>	<i>52. Fax machines in offices?</i>	<i>53. Shredders in offices?</i>	<i>54. Use videoconferencing equipment in offices?</i>	<i>54a. Who pays?</i>	<i>55. Pagers for D.Is?</i>	<i>56. Cell phones for DJs?</i>
Adams	Some	Both	2	All	Some	No	N/A	Some	All
Armstrong	Some	Answering machine	0	All	Some	No	N/A	All	No
Beaver	All	Both	0	All	No	All	County & State Grant	No	All
Bedford	Some	Answering machine	3	All	Some	No	N/A	All	No
Berks	No	N/A	0	All	All	All	County & State Grant	All	No

<i>County</i>	<i>51. Voicemail or answering machines?</i>	<i>51a. What type of system?</i>	<i>51b. How many offices have neither?</i>	<i>52. Fax machines in offices?</i>	<i>53. Shredders in offices?</i>	<i>54. Use videoconferencing equipment in offices?</i>	<i>54a. Who pays?</i>	<i>55. Pagers for DIs?</i>	<i>56. Cell phones for DJs?</i>
Bradford	All	Answering machine	0	All	No	No	N/A	All	N/A
Bucks	No	N/A	18	All	No	No	N/A	All	No
Butler	Some	N/A	3	All	Some	All	County	All	No
Cameron	Some	Voicemail	1	All	No	No	N/A	No	All
Carbon	Some	Answering machine	2	All	No	No	N/A	All	All
Centre	No	N/A	5	All	Some	No	N/A	All	All

<i>County</i>	<i>51. Voicemail or answering machines?</i>	<i>51a. What type of system?</i>	<i>51b. How many offices have neither?</i>	<i>52. Fax machines in offices?</i>	<i>53. Shredders in offices?</i>	<i>54. Use videoconferencing equipment in offices?</i>	<i>54a. Who pays?</i>	<i>55. Pagers for DIs?</i>	<i>56. Cell phones for DJs?</i>
Chester	All	Voicemail	0	All	All	All	County & State Grant	Some	Some
Clarion	All	Answering machine	0	All	No	No	N/A	No	All
Clearfield	Some	Both	4	All	Some	No	N/A	All	No
Clinton	Some	Voicemail	0	All	All	No	N/A	Some	Some
Columbia	No	N/A	0	All	All	No	N/A	All	No
Crawford	All	Voicemail	0	All	All	No	N/A	All	No

<i>County</i>	<i>51. Voicemail or answering machines?</i>	<i>51a. What type of system?</i>	<i>51b. How many offices have neither?</i>	<i>52. Fax machines in offices?</i>	<i>53. Shredders in offices?</i>	<i>54. Use videoconferencing equipment in offices?</i>	<i>54a. Who pays?</i>	<i>55. Pagers for DIs?</i>	<i>56. Cell phones for DJs?</i>
Cumberland	All	Voicemail	0	All	All	All	County	All	No
Dauphin	No	N/A	0	All	Some	All	County & State Grant	Some	No
Delaware	No	N/A	26	All	No	Some	County & State Grant	All	No
Elk	All	Voicemail	0	All	No	No	N/A	No	All
Fayette	No	N/A	13	All	No	No	N/A	All	No
Franklin	No	N/A	6	All	No	No	N/A	All	No

<i>County</i>	<i>51. Voicemail or answering machines?</i>	<i>51a. What type of system?</i>	<i>51b. How many offices have neither?</i>	<i>52. Fax machines in offices?</i>	<i>53. Shredders in offices?</i>	<i>54. Use videoconferencing equipment in offices?</i>	<i>54a. Who pays?</i>	<i>55. Pagers for D.Is?</i>	<i>56. Cell phones for DJs?</i>
Fulton	No	N/A	0	All	No	No	N/A	All	No
Greene	No	N/A	3	All	All	No	N/A	All	No
Indiana	Some	Answering machine		All	Some	No	N/A	All	All
Jefferson	Some	Voicemail	2	All	No	No	N/A	No	All
Lackawanna	Some	Voicemail	0	All	No	No	N/A	All	No
Lancaster	No	N/A	20	All	Some	No	N/A	All	No

<i>County</i>	<i>51. Voicemail or answering machines?</i>	<i>51a. What type of system?</i>	<i>51b. How many offices have neither?</i>	<i>52. Fax machines in offices?</i>	<i>53. Shredders in offices?</i>	<i>54. Use videoconferencing equipment in offices?</i>	<i>54a. Who pays?</i>	<i>55. Pagers for D.Is?</i>	<i>56. Cell phones for D.Js?</i>
Lawrence	No	N/A	5	All	All	No	N/A	All	All
Lebanon	No	N/A	7	All	Some	No	N/A	All	Some
Lehigh	All	Voicemail	0	All	No	In the processing of implementing	N/A	All	All
Luzerne	Some	Both	0	All	No	All	Other- Courts	Some	No
Lycoming	All	Voicemail	0	All	N/A	No	N/A	All	No
McKean	No	N/A	0	All	Some	All	County & Other	All	No

<i>County</i>	<i>51. Voicemail or answering machines?</i>	<i>51a. What type of system?</i>	<i>51b. How many offices have neither?</i>	<i>52. Fax machines in offices?</i>	<i>53. Shredders in offices?</i>	<i>54. Use videoconferencing equipment in offices?</i>	<i>54a. Who pays?</i>	<i>55. Pagers for DIs?</i>	<i>56. Cell phones for DJs?</i>
Mercer	All	Answering machine	0	All	No	Some	Other- COG grant & county \$	No	All
Mifflin	Some	Answering machine	1	All	All	No	N/A	No	All
Monroe	No	N/A	10	All	No	No	N/A	Some	No
Montgomery	No	N/A	0	All	Some	All	County	All	No
Montour	No	N/A	1	All	All	No	N/A	All	No
Northampton	No	N/A	15	All	All	No	N/A	All	Some

<i>County</i>	<i>51. Voicemail or answering machines?</i>	<i>51a. What type of system?</i>	<i>51b. How many offices have neither?</i>	<i>52. Fax machines in offices?</i>	<i>53. Shredders in offices?</i>	<i>54. Use videoconferencing equipment in offices?</i>	<i>54a. Who pays?</i>	<i>55. Pagers for DIs?</i>	<i>56. Cell phones for DJs?</i>
Northumberland	Some	Answering machine	2	Some	Some	No	N/A	All	Some
Pike	All	Answering machine	0	All	All	No	N/A	All	No
Potter	No	N/A	4	All	No	No	N/A	All	No
Snyder	No	N/A	4	All	No	No	N/A	All	No
Tioga	Some	Voicemail	2	All	Some	No	N/A	All	No
Union	No	N/A	4	All	Some	No	N/A	All	No

<i>County</i>	<i>51. Voicemail or answering machines?</i>	<i>51a. What type of system?</i>	<i>51b. How many offices have neither?</i>	<i>52. Fax machines in offices?</i>	<i>53. Shredders in offices?</i>	<i>54. Use videoconferencing equipment in offices?</i>	<i>54a. Who pays?</i>	<i>55. Pagers for DIs?</i>	<i>56. Cell phones for DJs?</i>
Venango	No	N/A	4	All	All	Some	County	All	All
Warren	Some	Answering machine	3	All	All	No	N/A	All	No
Washington	Some	Answering machine	9	All	No	No	N/A	All	No
Westmoreland	No	N/A	0	All	Some	Some	Other- WAM money	All	No
York	Some	Answering machine	14	All	Some	All	State Grant	No	All

Continuing Education Report

<i>County</i>	<i>57. Does your county pay for DJ to attend SCJA conference?</i>	<i>58. Does your county pay for DJ to attend continuing education?</i>	<i>59. Does your county pay for expenses for continuing education?</i>
Adams	No	No	No
Armstrong	Yes	Yes	Yes
Beaver	Yes	No	No
Bedford	Yes	Yes	Yes
Berks	Yes	No	No
Bradford	Yes	Yes	Yes
Bucks	Yes	No	No

<i>County</i>	<i>57. Does your county pay for DJ to attend SCJA conference?</i>	<i>58. Does your county pay for DJ to attend continuing education?</i>	<i>59. Does your county pay for expenses for continuing education?</i>
Butler	No	No	No
Cameron	Yes	Yes	Yes
Carbon	Yes	No	No
Centre	Yes	Yes	Yes
Chester	Yes	Yes	Yes
Clarion	Yes	Yes	Yes
Clearfield	Yes	Yes	Yes
Clinton	Yes	Yes	Yes

<i>County</i>	<i>57. Does your county pay for DJ to attend SCJA conference?</i>	<i>58. Does your county pay for DJ to attend continuing education?</i>	<i>59. Does your county pay for expenses for continuing education?</i>
Columbia	No	No	No
Crawford	Yes	Yes	Yes
Cumberland	Yes	No	No
Dauphin	Yes	Yes	Yes
Delaware	Yes	Yes	Yes
Elk	Yes	Yes	Yes
Fayette	Yes	No	No
Franklin	Yes	No	No

<i>County</i>	<i>57. Does your county pay for DJ to attend SCJA conference?</i>	<i>58. Does your county pay for DJ to attend continuing education?</i>	<i>59. Does your county pay for expenses for continuing education?</i>
Fulton	No	No	No
Greene	Yes	N/A	Yes
Indiana	No	No	No
Jefferson	Yes	No	No
Lackawanna	Yes	No	Yes
Lancaster	Yes	No	No
Lawrence	Yes	Yes	Yes
Lebanon	No	No	No

<i>County</i>	<i>57. Does your county pay for DJ to attend SCJA conference?</i>	<i>58. Does your county pay for DJ to attend continuing education?</i>	<i>59. Does your county pay for expenses for continuing education?</i>
Lehigh	No	No	No
Luzerne	Yes	No	No
Lycoming	Yes	Yes	Yes
McKean	N/A	Yes	Yes
Mercer	Yes	Yes	Yes
Mifflin	Yes	Yes	No
Monroe	Yes	Yes	Yes
Montgomery	Yes	No	No

<i>County</i>	<i>57. Does your county pay for DJ to attend SCJA conference?</i>	<i>58. Does your county pay for DJ to attend continuing education?</i>	<i>59. Does your county pay for expenses for continuing education?</i>
Montour	Yes	Yes	Yes
Northampton	Yes	No	No
Northumberland	No	No	No
Pike	Yes	Yes	Yes
Potter	Yes	Yes	Yes
Snyder	Yes	No	No
Tioga	Yes	No	No
Union	Yes	Yes	Yes

<i>County</i>	<i>57. Does your county pay for DJ to attend SCJA conference?</i>	<i>58. Does your county pay for DJ to attend continuing education?</i>	<i>59. Does your county pay for expenses for continuing education?</i>
Venango	Yes	Yes	Yes
Warren	Yes	N/A	Yes
Washington	Yes	No	No
Westmoreland	Yes	No	No
York	Yes	No	No

Additional Comments Report

<i>County</i>	<i>Additional Comments</i>
Beaver	<p>9b. DCA negotiates the lease and sends it to the law department for review and approval/ adoption by the Board of Commissioners.</p> <p>21- DJs can get access to Westlaw or Nexis via the Law Library.</p> <p>28- No job descriptions but job classifications.</p> <p>58- The County does not pay for District Justices' Continuing Education because the state does.</p>

<i>County</i>	<i>Additional Comments</i>
Carbon	<p>16 & 17. DC #56-3-01 will have it after renovations.</p> <p>19 & 20. Only 1 DC has it.</p> <p>24. Replaced when needed.</p> <p>25. Weighted caseload ranges from 1.83-3.27 persons.</p> <p>30. DJ Admin. staff must be recommended by the DJ and DCA.</p> <p>31b. DJ Secretary I & II report to DJ Office Supervisor I & II.</p> <p>41. DJ and DCA handle all disciplinary matters. Terminations by DJ and DCA. Approved by PJ.</p> <p>58 & 59. These items are reimbursed by the state.</p>
Fayette	<p>23. Our conference rooms are considered private consultation space.</p> <p>40. We are in the process of establishing a discipline policy.</p> <p>53. The county delivers a commercial shredder to the DJ upon request.</p> <p>57. The county only pays for 4 DJ to attend the Specail Court Judges Association conference.</p>

<i>County</i>	<i>Additional Comments</i>
Lancaster	38 & 41. The DJ makes the initial selection of candidates for positions , which must be approved by the DCA or SCA. The DJ is ususally the one to recomm termination, but this must be approved by the DCA, who may consult with the PJ and/ or SCA.
Lehigh	<p>15. Separate waiting rooms in most offices.</p> <p>21. Not currently but in process.</p> <p>23. Most offices.</p> <p>30. Only when appriate.</p> <p>44. Only utilized in one office.</p> <p>57. Previously paid registration until this year.</p> <p>58. There is no cost.</p> <p>59. Previously paid prior to move from Wilson College- no longer an issue.</p>

<i>County</i>	<i>Additional Comments</i>
Warren	35. Pay scales, since county employees, including district justice staff, became unionized two years ago, Court Admin. involved in setting pay scales or seeking rates of pay for the staff.
Westmoreland	<p>44. Credit Cards- at the present time, we have credit cards capability in 6 of the offices. We located them in the PA Turnpike jurisdictional areas.</p> <p>49. It is not often that we use day staff for night court operations. We solicited from 65 day staff willing to work extra and earn OT. It has worked well.</p> <p>54. Video conferencing is only used in Night Court operations. There are 4 police departments connected.</p> <p>57. The county pays for registration and room expense for 8 selected delegates to attend the yearly conference. The 8 are selected based upon attendance at their association.</p>