

## ADOPTION OF LOCAL RULES OF PROCEDURE USER GUIDE

This user guide is intended to assist in rulemaking of local rules of procedure pursuant to Pennsylvania Rule of Judicial Administration 103(d), which can be found [here](#) in the *Pennsylvania Code*.

**BEFORE ADOPTION:** A proposed local rule of procedure must be reviewed by a Rules Committee to ensure that the local rule is not inconsistent with statewide procedure. A proposed local rule may be submitted via e-mail to [rulescommittees@pacourts.us](mailto:rulescommittees@pacourts.us) for review. Following the review, no further copies of a local rule are required to be filed with the Rules Committees.

**AFTER ADOPTION:** Upon receiving notification from a Rules Committee that the proposed local rule is not inconsistent with a statewide rule, a court may proceed with adoption and publication. There are four requirements that a court must fulfill following adoption. They are:

- (a) Copies of all local rules of procedure should be distributed according to the following schedule (please note that these copies no longer are required to be certified):
  - (1) One copy to the Administrative Office of Pennsylvania Courts via e-mail to [adminrules@pacourts.us](mailto:adminrules@pacourts.us).
  - (2) One paper copy mailed to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin* to the following address:

Pa. Code and Bulletin  
Legislative Reference Bureau  
647 Main Capitol Building  
Harrisburg PA 17120

And another copy e-mailed in a Microsoft Word format only to [bulletin@palrb.us](mailto:bulletin@palrb.us). PDF files will not be accepted for publication. The Microsoft Word format does not need to include the president judge's signature.
- (b) Publication of the local rule on the adopting court's website.
- (c) Incorporation of the local rule into the set of local rules on the adopting court's website within 30 days after the publication of the local rule in the *Pennsylvania Bulletin*.
- (d) Filing one copy of the local rule in the appropriate filing office for public inspection and copying.

**EFFECTIVE DATES:** All local rules will become effective no sooner than 30 days after publication in the *Pennsylvania Bulletin*.