

**RULES OF JUDICIAL ADMINISTRATION**

**RULE 1901 PROMPT DISPOSITION OF MATTERS;  
TERMINATION OF INACTIVE CASES.**

(a) The Prothonotary shall prepare and forward to the Court on or before the third Monday of September each year, or on such other date as the Court by special order may direct all civil matters in which no steps or proceedings have been taken for two years or more prior thereto and shall give notice thereof to counsel of record, and to the parties for whom no appearance has been entered, as provided by Pa.R.J.A. No. 1901(c). If no action is taken or no written objection is docketed in such a matter prior to the commencement of the general call, the Prothonotary shall strike the matter from the list and enter an order as of course dismissing the matter with prejudice for failure to prosecute, under the provisions of this rule. If no good cause for continuing a matter is shown at the general call, an order shall be entered forthwith by the court for dismissal.

(b) The Clerk of Courts shall prepare and forward to the Court on or before the third Monday of September each year, or on such other date as the Court by special order may direct criminal proceedings in which no steps or proceedings have been taken for two years or more prior thereto and shall give notice thereof to the district attorney, any private prosecutor and the defendant, as provided by Pa.R.J.A. No. 1901(c). If no good cause for continuing a proceeding is shown at the general call, an order for dismissal shall be entered forthwith by the court.

The Court may initiate proceedings to terminate the cases contained on said list pursuant to Pa.R.J.A. No 1901(c)(1), (2).

(c) On or before September 1 of each year, each Magisterial District Judge shall prepare and forward to the Court a list of all civil and summary proceedings in the judge's magisterial district in which no steps or proceedings have been taken for two years or more prior thereto. The Court shall thereafter give to the

parties in a civil matter and to the prosecutor and defendant in a summary matter notice of the Court's intention to terminate the proceedings as provided by Pa.R.J.A. 1901(c). If no good cause for continuing a proceeding is shown in response to said notice, an order for dismissal shall be ordered forthwith by the Court. If an action is terminated pursuant to this rule, an aggrieved party may petition the Court to reinstate the proceeding. The Court may reinstate the proceeding upon good cause shown both for the failure to respond to the Court's notice of intent to terminate and for continuing the proceeding.

**RULE 5000.6 TRANSCRIPT FEES - DEPOSIT.**

(a) In all cases where a notice of appeal or post trial motion is filed, and a transcript is required, the moving party, except where the State or County Government is liable for the cost, shall be required to pay one-half of the estimated cost for the transcript to the Court Stenographer. Upon request, the stenographer shall provide the parties with a written estimate of the costs of the transcript and provide a copy thereof to the Court Administrator. The stenographer shall give a uniform receipt to the parties, and to the Court Administrator, and shall keep a copy for the stenographer's personal files.

When the transcript is completed, the stenographer shall immediately notify the parties and shall bill the moving party for the balance of the cost of the transcript. Upon receipt of the balance of the transcript fee, the stenographer shall file the transcript of record. The transcript fee shall be a legal cost assessed by the Court.