

chairperson. Any stricken member, as well as any disqualified member, shall, in alphabetical order, be at the head of the list for the next and/or subsequent cases.

**Consolidation of Actions  
Rule 403**

When the same transaction or occurrence, or series of transactions or occurrences, gives rise to more than one cause of action and separate actions have been commenced, all such actions shall be consolidated for arbitration, referred to the same board of arbitration, and heard together, unless the amount in controversy in one or more of the actions exceeds Twenty-Five Thousand (\$25,000.00) Dollars, in which case, none of them shall be submitted to arbitration except by the agreement of all parties in writing. It shall be the duty of every board of arbitration, before proceeding with the hearing, to ascertain whether or not any such separate action has been commenced.

**Place of Hearing  
Rule 404**

All hearings shall be held in the Clinton County Courthouse.

**Fees of Arbitrators  
Rule 405**

The fee of the chairperson shall be Two Hundred (\$200.00) Dollars. The fee of each other arbitrator shall be One Hundred Seventy-Five (\$175.00) Dollars. These fees shall be applicable in all cases, including those which have been consolidated as provided under Clinton R.M.P. 403. In cases requiring lengthy hearings or involving unusual questions of law or fact, the Court may, on petition of the arbitrators, increase the fees to an amount which will reasonably compensate them for the services performed.

## **COSTS**

### **Bill of Costs Rule 701**

1. Every bill of costs shall set forth the names and addresses of the witnesses, the dates of their attendance, the number of miles actually traveled by each, and the places from which mileage is claimed. To the bill of costs shall be attached any subpoena, endorsed with a return of service on oath or affirmation of the person who served it, setting forth the place where service on each witness was made, the date of service, and the number of miles actually traveled in making service.
2. Every bill of costs shall be verified on oath or affirmation of the party filing it or their agent or attorney that the witnesses named were actually present in Court on the dates stated and that they were material witnesses.
3. All bills of costs shall be filed, a copy thereof served on the adverse party, and proof of service filed within ten (10) days after the trial or continuance.
4. Any party upon whom a bill of costs has been served may, within five (5) days after such service, file exceptions and request a hearing. Failure to file timely exceptions shall be deemed a waiver of all objections to the bill as filed. The collection of costs will be stayed until the trial judge has decided the matter.

### **Termination of Inactive Cases Rule 801**

As required by Pa. R.J.A. No. 1901, the following procedure shall be followed regarding matters that have been inactive for an unreasonable period of time:

1. An "inactive matter" means any civil or criminal proceeding filed in the Court or with any Magisterial District Judge in which no action has been taken for a continuous period of twenty-four (24) months.
2. In the month of January of each year, the Prothonotary or Clerk of Courts shall provide the Court Administrator with a written list of all pending inactive matters which were initiated in their respective offices earlier than the third calendar year preceding the year in which the list is being prepared. Said written list shall contain the following information:
  - a. Number and term of the matter.
  - b. Names and record addresses of the parties.
  - c. Names and addresses of counsel of record.
  - d. Type of action if a civil matter.
  - e. Charges against the defendant if a criminal matter.
3. Upon receipt of the aforesaid list of inactive matters, the Court Administrator shall review the same with the President Judge, who shall, on his own motion, issue an Order directing the parties to show cause why the matter should not be terminated and stating that for failure to do so the case will be dismissed without prejudice. Such Order shall fix the date for hearing and shall provide for at least thirty (30) days' notice in the manner provided in Pa. R.J.A. No. 1901(c).
4. Unless otherwise ordered, record costs in any dismissed criminal case shall be taxed to the county, and in any other case to the plaintiff, petitioner, or party initiating the proceeding.

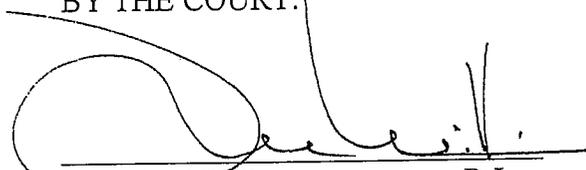
MICHAEL WILLIAMSON  
PRESIDENT JUDGE

COURT OF COMMON PLEAS  
25TH JUDICIAL DISTRICT  
OF PENNSYLVANIA  
COURTHOUSE  
LOCK HAVEN, PA 17745

5. On or before March 1<sup>st</sup> of each year, each Magisterial District Judge, after at least thirty (30) days' written notice to parties and counsel, shall dismiss inactive matters without prejudice, and shall on or before May 1st of each year transmit to the Court Administrator a written report of any inactive matters which have not been dismissed.

This Order shall take effect thirty (30) days after publication in the Pennsylvania Bulletin.

BY THE COURT:



J. Michael Williamson P.J.

MICHAEL WILLIAMSON  
PRESIDENT JUDGE  
COURT OF COMMON PLEAS  
25TH JUDICIAL DISTRICT  
OF PENNSYLVANIA  
COURTHOUSE  
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