

**IN THE UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA**

IN RE:

**ACCEPTANCE OF SERVICE OF : STANDING ORDER 15-4
PROCESS ON BEHALF OF A : (Amended 10/30/2017)
JUDICIAL OFFICER :**

ORDER


The Court, having determined that it is necessary to implement a procedure for acceptance of service of process on behalf of a Judicial Officer and the Clerk of Court, hereby designates Court Staff who are authorized to accept service of process as follows:

Designated Officers:

| | Primary | Secondary |
|------------------------------|----------------|-------------------|
| Scranton/Wilkes-Barre | Kevin Calpin | Gina Angeli-Riese |
| Harrisburg | Shawna Cihak | Liz A. O'Donnell |
| Williamsport | Lisa Gonsalves | Cindy Hitesman |

IT IS ORDERED that the following shall govern the receipt, signature and reporting requirements of the Primary and Secondary Designated Court Staff for accepting service on behalf of a Judicial Officer and the Clerk of Court:

- 1) If a Primary Designated Officer is unavailable to accept service, the process server shall be informed to return when the Officer is available. If said Officer is unavailable for longer than three (3) work days, the Secondary Designated Officer shall accept service.
- 2) Immediately upon receipt of process, the Designated Officer shall contact the Judicial Officer and the Clerk of Court to advise them of all documents served. Further, the Designated Officer shall forthwith provide the Judicial Officer and Clerk of Court with copies of all documents served. Thereafter, the Designated Officer shall follow the Clerk's Office Protocol for Intracircuit Assignment.
- 3) If process is erroneously accepted in the course of processing certified mail i.e. FedEx, UPS, etc., Clerk's office staff shall immediately notify the Designated Officer, who will then follow the steps set forth in paragraph (2) above to notify the Judicial Officer affected thereby.



Christopher C. Conner, Chief Judge
United States District Court