



JUDGE'S CHAMBERS  
TWENTY-NINTH JUDICIAL DISTRICT OF PENNSYLVANIA  
LYCOMING COUNTY

NANCY L. BUTTS  
PRESIDENT JUDGE  
COURT OF COMMON PLEAS

COUNTY COURTHOUSE  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701  
(570) 327-2338  
FAX (570) 327-2288

CELL PHONE MEMO

To: Lycoming County Bar Association  
Fr: President Judge Nancy L. Butts  
Re: Prohibition of cell phones and other electronic recording devices from the courthouse as of January 1, 2015  
Dt: December 1, 2014

The judges of the 29<sup>th</sup> Judicial District in conjunction with the Lycoming County Commissioners will prohibit entering the Courthouse with a cell phone or an electronic recording device as of January 1, 2015. These devices WILL NOT BE STORED. THE GUARDS ARE INSTRUCTED TO REFUSE ENTRY TO PEOPLE WITH THESE DEVICES.

There will be four identified exceptions to this rule.

1. Lycoming County employees with the proper identification card.
2. Law Enforcement officers conducting business in the courthouse
3. Attorneys who present an approved court pass and photo ID.
4. Agency workers, who are doing regular and continuous Court business. This category will also require an approved court pass and photo ID.

Passes for category 3 and 4 people will be available in the Court Administrator's Office. A simple one page application form will be completed and photo identification must be presented to obtain the pass. The application will be on the Court Administrator's web site by December 8<sup>th</sup>. Applications can be submitted electronically. Upon approval of the application, the Court Administrator's Office will call the applicant to arrange for their signature on the pass. The person requesting a pass must present themselves at the Court Administrator's Office, show photo ID and personally obtain the pass. This visit may take up to 1 hour, due to regular office business and the laminating process. The applicant may sign the badge and return for it, if waiting is not convenient. Passes will not be given to anyone but the person named on the pass.

Attorneys who obtain the pass and present the pass with photo ID at the front entrance will not be screened any further and will be allowed admission to the courthouse. **Passes are for that individual's use only. They cannot be shared with other members of their firm or organization.**

Any questions please contact the Court Administrator's Office.