

The Prothonotary Office serves as the "Chief Record-Keeper" of the Court of Common Pleas and provides numerous services to the courts and the general public.

With over 31 years experience, the Prothonotary, Suzanne M. Revak-Fedele, also serves as the Clerk of Courts. Mrs. Fedele began her career in the Prothonotary office in 1981, was appointed as Deputy Prothonotary in 1988 and was elected to the position she now holds in November, 2011. The management team of the department is comprised of the elected official and an appointed deputy. The Prothonotary, deputy and staff of six clerks have over 50 years of combined knowledge and experience to render support for the high volume of transaction activity generated by the office.

The department utilizes the in-house AS400 civil system which was developed in 1981 and was then enhanced to provide automated indexing and docketing of all judicial cases. In 2005, to enhance the internal operations of the Clerk of Courts, we began using the state CPCMS automated criminal system.

The major responsibility of the department is to ensure all records and applicable documents are indexed, docketed, processed, recorded and micro-filmed on a timely basis in compliance with state requirements and guidelines. Legal documents processed by the office include:

<i>Appeals</i>	<i>Transcripts</i>
<i>Assignments</i>	<i>Petitions and Injunctions</i>
<i>Arraignments</i>	<i>Criminal Searches</i>
<i>Divorce complaints</i>	<i>Change of Name Petitions</i>
<i>Writs/Executions</i>	<i>Bail Processing</i>
<i>Judgments and Liens</i>	<i>Criminal Final Bills of Costs</i>
<i>Custody and Support</i>	<i>Building Agreements</i>
<i>Protection from Abuse Petitions</i>	<i>Applications/renewals of</i>
<i>Juvenile/Dependency Matters</i>	<i>Private Detective Licenses</i>

In addition to all the other duties performed by this department, this office acts as an agent for the Federal government by processing passport application, over 1000 per year.

Another service provided to the general public is genealogical research and retrieval of various documents from the archives maintained in the office. To provide further assistance, a project to film all naturalization documents since 1795 and file the originals in the historical museum was recently completed.

In accordance with state law, the office charges fees as prescribed by the official fee schedule for the documents processed and services provided. At the end of the year, 2011 the office contributed over \$416,000.00 in revenues the state and county. In 2011 the office processed over 7,500 transactions.

Acting in the capacity of the Clerk of Courts, Mrs. Fedele is also responsible for "checking-in" and assigning to smaller panels, the over 7500 residents that are summoned for jury duty throughout the year and at the conclusion of the trial terms submits vouchers for the payment of juror expenses.

Plans are in the process or researching vendor systems regarding scanning/imaging of current and future documents in order to eliminate the current process of microfilming all documents. Plans are Also in process to computerize the jury selection process.

The Prothonotary's mandate for the office and the designated mission of all department associates is To provide outstanding and premiere support to all the courts, county residents, attorneys and all other Individuals who avail themselves of the services of this row office.