

§ 6. Allowance of Appeal

A. Duties of Prothonotary.

- (1) The Prothonotary shall initially screen petitions for allowance of appeal for compliance with the applicable appellate rules. The Prothonotary shall note if the following defects are present:
 - (a) whether the petition violates the prohibition against hybrid representation;
 - (b) whether the petitioner has not provided proper proof of service;
 - (c) whether the petitioner has not paid the required filing fee or submitted **[a petition to proceed in forma pauperis] an application to waive fees and costs**; and
 - (d) whether the petition exceeds the permissible word count limit.

Where any of these four defects are present, the Prothonotary shall notify the petitioner and afford an opportunity for correction, while preserving the filing date based upon the initial submission. If the identified defects are not corrected, the Prothonotary may refuse the petition for filing without further action of the Court.

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§ 7. Motions, Miscellaneous Petitions, and Applications for Relief

- A. Duties of Prothonotary. All assignments of motions, miscellaneous petitions and applications for relief, including emergency motions and those requesting the exercise of King's Bench powers, extraordinary jurisdiction and original jurisdiction, shall originate in the Prothonotary's office. No motions, petitions or applications will be considered which were not first filed in the Prothonotary's office and thence assigned. Documents may be filed in paper format, or by electronic or facsimile transmission. Once received, motions, petitions and applications will be monitored by the Prothonotary's office for compliance with applicable appellate rules. Proposed filings that are not in compliance will not be docketed. Proposed filings that are in compliance will be docketed and a response will be allowed. At the expiration of the response period the documents will be forwarded to the Court.

Procedural motions (e.g., first requests for extension of time for not more than thirty days, requests to exceed page limits, and requests to **[proceed in forma pauperis] wave fees and costs**) may be resolved by the Prothonotary without further action of the Court.

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