

Rule 241. Attorney and Party Contact Information

(a) It is the sole responsibility of attorneys and unrepresented parties in matters before the Court to maintain current and accurate contact information with the Court. The term “contact information” shall include a valid mailing address and telephone number for the attorney or unrepresented party, and if the attorney or unrepresented party is a registered e-filer, it shall further include a valid email address for the party or attorney.

(b) The failure of any attorney or unrepresented party to maintain current and accurate contact information with the Court may result in the attorney or unrepresented party failing to receive timely notice of Court orders, scheduled case events and other proceedings. Such failure will not be considered by the Court as an excuse for the attorney’s or unrepresented party’s failure to timely file responsive documents, appear for scheduled proceedings, or comply with Court orders.

Note: A form Praecipe for Change of Address/Contact Information has been approved by the Court and is available at <http://buckscounty.org/government/RowOfficers/Prothonotary/Forms>. A valid email address must be provided when registering to use to Prothonotary’s e-filing system, and may be updated as necessary using that system.