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**MEMO**

To: Honorable Nancy L. Butts  
Honorable Dudley N. Anderson  
Honorable Richard A. Gray  
Honorable Marc F. Lovecchio  
Honorable Joy Reynolds McCoy  
Chief Adult Probation Officer  
Chief Juvenile Probation Officer  
Chief Domestic Relations Officer  
Family Court Hearing Officers  
Lycoming County Prison  
Lycoming County Sheriff  
District Attorney  
Public Defender

From: Jenn McConnell, Director of Court Services

Date: August 27, 2015

RE: New Procedure for Video-Conferencing

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**EFFECTIVE IMMEDIATELY, PLEASE BE INFORMED OF THE FOLLOWING IMPROVEMENT TO THE REQUEST FOR AND SCHEDULING OF A VIDEO CONFERENCE:**

The Court Scheduling Technician under the Lycoming County Court Administrator's Office will now directly accept and process all requests for video conferences, as well as, scheduling video conference hearings (including State Intermediate Punishment sentencings).

In addition, the Court Scheduling Technician under the Lycoming County Court Administrator's Office will assist the assigned courtroom with any questions or problems that arise at the time of the video conference hearing. Technical issues should be directed to the Lycoming County Information Services Help Desk at (570) 327-2445.

Please note the office of the Court Scheduling Technician is located on the second floor, immediately across from the elevators. The direct contact information for the Court Scheduling Technician has been updated on the Request for Video Conference form. The Request for Video Conference form can be found at [www.lyco.org](http://www.lyco.org) and [www.lycolaw.org/court/forms.html](http://www.lycolaw.org/court/forms.html) along with in the Lycoming County Court Administrator's Office.

Questions regarding this improvement in operations can be directed to Jennifer McConnell, Director of Court Services, at 570-327-2348.