



Courthouse
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www.co.lancaster.pa.us/prothonotary

Prothonotary
Andrew E. Spade
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Chief Deputy Prothonotary
Lori C. Groff
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Prothonotary's Mailbox Authorization

Date: _____

I, _____, request the prothonotary staff to place copies of my new filings, receipts, notices and correspondence in the mailbox located inside the door of the prothonotary's office for my agent to pick up. I understand the prothonotary will not place anything in my mailbox, which contains a 236 notice, and these documents will be mailed.

I also understand that having a mailbox does not in any way alter my obligations under L.C.R.C.P. RULE 236. Notice by Prothonotary of Entry of Order, Decree or Judgment which states:

"The moving party shall provide sufficient copies of all orders, decrees or judgments, together with addressed, stamped envelopes, necessary for the Prothonotary to comply with Pa.R.C.P. No. 236."

Name of Law Firm: _____

Address: _____

City: _____ State _____, Zip Code _____

Telephone No.: _____

Fax No.: _____

Email: _____

Attorney Name & AOPC ID# _____

Signature: _____

