



Susanne Straub Schneider
Prothonotary and Clerk of Courts of Elk County
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Memo

To: Attorneys doing business in Elk County's Prothonotary/Clerk of Courts Office
From: Susanne S. Schneider
Date: April 18, 2013
Re: Scanning

This office is now scanning all new incoming filings.

In addition to serving as a back-up, this will now allow on-site searchers to view the scanned document with its corresponding docket entry.

With this in mind, we are requesting that all Original filings be **bound with paper clips** in lieu of staples.

Additionally, we ask that filings with a traditional "backer" also be bound with only a paper clip. (Upon completion of scanning, we will then secure your backer with a staple.)

Please understand that your cooperation with this request is appreciated, such that, my office staff can be as efficient as possible without the necessity of having to remove staples and backers.

Thank you in advance!