

The following is a list of requirements specified in the County Constable Manual of the 26th Judicial District, Section II, (D) Minimum Requirements, (page 7),that must be filed with the Clerk of Courts or received by the Court Administrator's office by November 1, 2016. Failure to submit said documents is outlined under Section II, (B) "Authorization to Perform Judicial Duties.

CONSTABLE CHECKLIST:

Section II, A.

- (2) File Bond in the amount of \$2,500.00 in Clerk of Courts office.
(Copy of time-stamped Bond must also be provided to Court Administration)
- (3) File Policy of professional liability insurance with minimum coverage of \$250,000.00 per incident and aggregate of \$500,000 per year.
(Copy of time-stamped policy must also be provided to Court Administration)
- (4) Copy of Current PA Driver's License and required automobile insurance on any vehicle used in the performance of said duties to Court Administration. (**DO NOT File** in Clerk's office.)
- (5) Current address and all contact information including all telephone numbers, pagers and Fax machine etc.
(Copy of time-stamped information must also be provided to Court Administration)
- (6) If carrying a firearm, proof of certification or qualification as specified in 44Pa. C.S.A. 7148.
must be filed with the Clerk of Courts.
(Copy of time-stamped Certification must also be provided to Court Administration)
- (7) Provide any vendor authorization documents, including tax identification numbers, to the Chief Clerk of the County where elected or appointed.
- (8) Sign and have witnessed, the Acknowledgment Form found on Page 19 of the County Constable Manual and return to the Court Administrator's Office.
(**DO NOT file** in the Clerk's office.)

UPON RECEIPT OF ALL REQUIRED DOCUMENTS, THE COURT ADMINISTRATOR WILL NOTIFY ALL MAGISTERIAL DISTRICT JUDGES WITHIN THE 26TH JUDICIAL DISTRICT OF THE CONSTABLES' COMPLAINT AND AUTHORIZATION TO PERFORM DUTIES AS DEFINED IN THE COUNTY MANUAL.