

**Clerk of Common Court - Criminal Division**  
**Office of Clerk of Courts**

Washington County Courthouse  
1 South Main Street, Suite 1005 Washington Pennsylvania 15301

BRENDA DAVIS  
Clerk of Courts

PHILLIPPE A. MELOGRANE, ESQ., *Solicitor*  
GINA LINDLEY, *Deputy*  
KATHLEEN H. MILLER, *Asst. Deputy*

**March 24, 2020**

**The operations and procedures for the Clerk of Courts office have changed.**

**Due to the recent Supreme Court Order and the Administrative Court Order by President Judge Emery issued on March 17, 2020, requiring certain emergency operations by the Court, must continue. The Clerk of Courts office falls under the exception and will remain open, however, closed to the public.**

**The Clerk of Courts office recently implemented the technology service of PACFile in February, 2020. All Attorneys and Judges are encouraged to utilize the software whenever possible. The PACFile service provides the option for attorneys to file documents with the Clerk of Courts office electronically on both new and existing cases. At this time, filings can be submitted for both dependency and criminal cases.**

**Should you require special assistance regarding your case filing, please do not hesitate to contact the office at 724-228-6787. The office may also be contacted by emailing the Clerk of Courts directly at [brenda.davis@washingtontcourts.us](mailto:brenda.davis@washingtontcourts.us)**

**I thank you in advance for your time and participation.**

**We are all in this together!**

**Sincerely,**



**Brenda Davis  
Washington County  
Clerk of Courts**