



Lycoming County Courthouse
Court Administrator's Office
48 West Third Street
Williamsport, PA 17701

Phone: 570-327-2436
Fax: 570-327-2293
courtscheduling@lyco.org

**APPLICATION FOR ADMITTANCE TO THE LYCOMING
COUNTY COURTHOUSE WITH CELL PHONE AND/OR
ELECTRONIC RECORDING DEVICE**

Please fill out the below information COMPLETELY and return it to the Court Administrator's Office. When contacted to pick up your pass, please bring your Driver's License and Attorney ID (if applicable).

_____ New _____ Renewal _____ Badge Number _____ Expiration

Name: _____ Occupation: _____

Firm/Company Name: _____

Business Address: _____

Reason for Request: _____

Email: _____ Daytime Phone: _____

Cell Phone: _____

DL # _____ State: _____ Attorney ID: _____

Expiration Date: _____

- **I have read and understand President Judge Nancy Butts' Administrative Order of August 6, 2018, and I agree to abide by the terms and conditions of said Order.**
- **If approved, I understand I will still be subject to full screening by Courthouse security.**
- **If I abuse my privilege of entering a court facility with an electronic device, I will be subject to suspension of that privilege.**
- **If the pass is lost or stolen, I will notify Court Administration immediately, and, if applicable, I will apply for a new pass. I understand a new pass will not be issued immediately and the application will be processed as normal.**
- **I acknowledge the cell phone pass is only to be used in my capacity with the company listed above and will not be used for personal use.**

Signature

For Court Personnel Only _____

Date Application Received: _____ Application: Approved or Denied _____
Court Administrator's or Judge's Signature

Notification to Applicant: _____ Badge Number Assigned if a New Pass: _____

Initials: _____ Exp. Date: _____
2 years from date of issue - business only