



First Judicial District of Pennsylvania
Court of Common Pleas of Philadelphia County
Trial Division – Civil Section
CIVIL CASE MANAGEMENT CONFERENCE

ADVICE TO COUNSEL

1. Be sure to fully complete the Case Management Conference Memorandum prior to the Case Management Conference. **Consult clients well in advance of the conference** to obtain pertinent information to prepare the memorandum. When supplying information on injuries or damages, it is insufficient for plaintiff to state “unknown,” “to be supplied,” or “under investigation.” In stating factual positions as to liability, it is insufficient to use non-descriptive terms, such as “liability certain,” “100% liability,” or “clear liability.” Litigants are asked to provide their date of birth, which is intended for Court use only and will not be made available to the public.¹
2. Bring enough copies of the Case Management Conference Memorandum to supply to all parties at the time of the Conference, as copies may not be made at the Center. Bring an extra copy or two, if possible.
3. Be fully prepared to discuss issues relating to service of process, venue, pleadings, discovery, joinder of additional parties, theories of liability, damages, and applicable defenses. Parties are encouraged to discuss these issues amongst themselves prior to the conference when possible. **Participation from fully prepared and cooperative parties leads to a more productive and meaningful conference.**
4. Conduct discovery as soon as practicable, even while awaiting disposition of preliminary objections. **The presumptive discovery deadlines are calculated from the filing date of an action, not from the date of the Case Management Conference.** The pendency of Preliminary Objections does not stay discovery. If a formal stay is necessary, the parties should petition the Court accordingly.

¹ Disclosure of date of birth is voluntary. Effective September 5, 2017, in a continuing effort to implement the recommendations of the *Elder Law Task Force* appointed by the Supreme Court of Pennsylvania, litigants and other persons involved in civil proceedings on the Court of Common Pleas are being asked to provide date of birth information.

5. Consider voluntarily transferring your case to the Compulsory Arbitration Program where appropriate. **The Case Managers can generate a *Praecipe* to Transfer and schedule a hearing date for you.** All cases having an amount in controversy, exclusive of interest and costs, of \$50,000 and less (except cases involving title to real estate) shall be assigned to the Compulsory Arbitration Program. (See *Philadelphia County Rules*, Rule *1301) The Team Leader Judges may *sua sponte* remand matters to the Compulsory Arbitration Program accordingly.
6. Be mindful that the **Case Management Conference is a Court proceeding.** The Case Managers are empowered by the Team Leader Judge to issue appropriate Orders to enforce compliance with program procedures and applicable Rules of Civil Procedure. Any Rule to Show Cause entered will be returnable before the Team Leader Judge. (See *Philadelphia County Rules*, General Court Regulation No. 95-2)
7. After you leave the Case Management Conference Center, carefully review the entire Case Management Order. **Be sure to promptly note all deadlines on your calendaring or tickler system.** You will receive notice from the Court of actual Settlement Conference and Pre-trial Conference dates and related instructions in due course.
8. Motions for Extraordinary Relief seeking extension of deadlines must be filed **before** the expiration of the deadlines at issue.
9. Please direct questions regarding Case Management, including scheduling or rescheduling of Case Management Conferences to the Case Management Conference Center at (215) 686-3710 or through facsimile at (215) 686-3709.

Prepared by:

Stanley Thompson, Esq.

Supervising Civil Case Manager

**IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
CIVIL TRIAL DIVISION**

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CASE MANAGEMENT CONFERENCE MEMORANDUM

Filing party: _____ By: _____, Esq.

Counsel's address and telephone number (**IMPORTANT**) _____

Part A
(to be completed in personal injury cases)

1. Date of accident or occurrence: _____

2. Date of Birth of your client: _____

Unknown ____ Decline to provide ____

NOTE: Date of birth information is intended for the Court's use only. The information will not be made available to the public.

3. Most serious injuries sustained: _____

4. Is there any permanent injury claimed? Yes ____ No ____

If yes, indicate the type of permanent injury: _____

5. Dates of medical treatment: _____

6. Is medical treatment continuing? Yes ____ No ____

7. Has there been an inpatient hospitalization? Yes ____ No ____

8. Has there been any surgery? Yes____ No____

If yes, indicate the type of surgery: _____

9. Approximate medical bills to date: \$_____

10. Approximate medical bills recoverable in this case: \$_____

11. Are there any existing liens (Workers Compensation, DPW, Medical, etc.)? Yes____ No____

If yes, what type and approximate amount? _____

12. Time lost from work: _____

13. Approximate past lost wages: _____

14. Is there a claim for future lost earning capacity? Yes____ No____

If yes, approximate future lost earning capacity: _____

15. Are there any related cases or claims pending? Yes____ No____

If so, list caption(s) or other appropriate identifier: _____

16. Do you anticipate joining additional parties? Yes____ No____

17. Plaintiff's factual position as to liability: _____

18. Defense factual position as to liability: _____

19. Defense position as to causation of injuries alleged: _____

20. Identify all applicable insurance coverage:

Defendant

Insurance Carrier

Coverage Limits

21. Are there issues as to the applicability of the above insurance coverage: Yes____ No____

22. Demand: \$_____ Offer: \$_____

This form shall be presented to the Case Manager and copies served upon any party not served electronically by the court at the time of the conference. All present must be prepared to discuss its contents.

Part B

(to be completed in all cases other than personal injury)

1. Date of contract of transaction: _____

2. Date of Birth of your client: _____

Unknown ____ Decline to provide ____

NOTE: Date of birth information is intended for the Court's use only. The information will not be made available to the public.

3. Is there a writing? Yes ____ No ____

If yes, is there an allegation that the writing does not contain the entire agreement of the parties?

Yes ____ No ____

4. Is the Uniform Commercial Code applicable to this case? Yes ____ No ____

5. Describe the nature of the conduct alleged as giving rise to the cause of action:

6. State the amount of damages claimed by Plaintiff:

(a) Direct _____

(b) Consequential _____

(c) Other (specify) _____

7. Defense position as to alleged nature of conduct giving rise to cause of action and any counterclaim:

8. If there is a counterclaim, state the amount of damages sought:

(a) Direct _____

(b) Consequential _____

(c) Other (specify) _____

9. Identify all applicable insurance coverage:

Defendant

Insurance Carrier

Coverage Limits

10. Demand: \$ _____ Offer: \$ _____

