

DAY FORWARD/MAJOR JURY PROGRAM

The Day Forward/Major Jury Program encompasses all Major Civil Jury cases with the exception of Commerce and Mass Tort cases. Day Forward Case Management is the system that has been created to coordinate and schedule these cases for trial. To manage these cases more effectively, judges assigned to this program are divided into teams. Each team is assigned a Court Administrative officer who acts as the liaison to the Team Leader. The Day Forward/Major Jury programs are set forth below:

DAY FORWARD/ MAJOR JURY PROGRAM	JUDICIAL TEAM LEADER	COURT ADMINISTRATIVE OFFICER
2005	Judge Allen	Joseph DiRosa 215-686-3774 535 City Hall
2004	Judge New	Mary Doyle 215-686-3718 231 City Hall
2003	Judge Moss	Felicia Brown-Clark 215-686-2606 535 City Hall
2002	Judge Tereshko	Linda Kelly 215-686-9530 697 City Hall
2001 and Back	Judge Moss	Felicia Brown-Clark 215-686-2606 535 City Hall

To assure effective case management, every case in the Day Forward Program is scheduled for a Case Management Conference before a Case Manager approximately ninety (90) days after its initial filing. Case Management conferences are held in Room 613, City Hall. **Any questions regarding the scheduling or rescheduling of a Case Management Conference, should be directed to the Case Management Center. Please do not call the Judge's chambers.** The Civil Case Management Conference Center telephone numbers are as follows:

CASE MANAGEMENT STAFF	TELEPHONE NUMBER
Fax Line	215-686-3709
Stanley Thompson, Esq., Supervisor	215-686-3767
Lokia Owens, Receptionist	215-686-3710
Charles Pelletreau, Esq.	215-686-3779
Paul D. Salter, Esq.	215-686-3796

The main objective of the Case Management Conference is to obtain early disclosure of basic information about each case so that it can be managed more effectively. Therefore,

all counsel are required to attend the Case Management Conference. Counsel attending the conference must be knowledgeable about the case including issues relating to service of process, venue, pleadings, discovery, joinder of additional parties, theories of liability, damages, and defenses. In preparation for this conference, all parties must complete and submit a Case Management Conference Memorandum. A copy of the Case Management Conference Memorandum is included at the end of this section. Counsel must have a sufficient number of memoranda to supply to all parties at the time of the conference. In personal injury cases the memorandum must contain, at a minimum, past medical expenses, past wage loss, where applicable, and the amount of monetary damages demanded.¹ Based on this information, the Case Manager prepares a Case Management Order that establishes the schedule for each case. This Case Management Order sets deadlines for discovery, the exchange of expert reports, and the filing of motions. A presumptive month is set for a Settlement Conference, Pretrial Conference, and Trial. These deadlines may not be extended without approval of the Team Leader. The method for obtaining an extension is by the filing of a *Motion for Extraordinary Relief*, which shall be directed by the Motions Program to the appropriate Team Leader for review and disposition. The motion must be filed **before** the expiration of the deadline in question.

Another important objective of the Case Management Conference is to assign all cases to an appropriate “track.” At the Case Management Conference all cases are classified into one of three management tracks: *Expedited, Standard, or Complex*. Expedited Track cases are tried within thirteen months after filing; Standard Track cases are tried within nineteen months; Complex Track cases are tried within twenty-five months after filing. See the “Time Standards by Track” chart included at the end of this section. It is important to note that all deadlines and presumptive dates are based on the commencement of the action, not the date of the Case Management Conference. Disputes regarding the placement of a case in a certain track or in a program other than Major Jury can also be resolved by filing a Motion for Extraordinary Relief specifically for reconsideration of the assigned track.

After completion of discovery a Settlement Conference is held before a Special Judge *Pro Tempore*. The Judge *Pro Tempore* is an experienced attorney who will assist counsel in their good faith efforts to reach a voluntary and just resolution of the lawsuit. The Special Judges *Pro Tempore* work directly under the supervision of the Team Leader, to whom the results of each conference are reported. Settlement Conferences are conducted at the Dispute Resolution Center, Room 691, City Hall.

Should counsel fail to negotiate in good faith or are unprepared at the Settlement Conference, the Special Judge *Pro Tempore* may issue a Rule to Show Cause before the Team Leader who will address the failure to appropriately participate in the Settlement

¹ It is insufficient to indicate in the memorandum that injuries or damages are “unknown,” “to be supplied,” or “under investigation.” A party’s position on liability must be stated with sufficient specificity. It is unacceptable to state non-descriptive conclusions such as “liability certain,” liability clear,” or “100% liability.” In cases where counsel appear at the Case Management Conference without sufficient knowledge of facts or incomplete memoranda, the Case Manager may adjourn the conference and issue an order compelling the non-complying party to appear before the Judicial Team Leader to enforce compliance.

Conference. Any case that is not resolved at the Settlement Conference will be scheduled for a Pretrial Conference before the Judicial Team Leader of the respective program.

All parties are required to file a detailed Pretrial Memorandum with the Team Leader before the scheduled Pretrial Conference. The pretrial memorandum must identify by name and address every witness that will be called at trial; in addition, they must identify, exchange, and pre-mark every exhibit for trial. Only those witnesses and exhibits identified in the Pretrial Memorandum will be permitted at trial. At the Pretrial Conference, counsel are expected to discuss all aspects of settlement and trial. Upon conclusion of the Pretrial Conference, a trial date is scheduled and an Order for Trial is entered. Practically speaking, the preparation of a complete, effective pretrial memorandum presupposes that counsel have prepared their case for trial. Thus, the previously scheduled settlement conference, which was heard by the Judge Pro Tempore, is the final opportunity to resolve a case and avoid the necessity of extensive trial preparation. Finally, to maintain consistent oversight of a case, each Team Leader along with the assigned team of judges, will rule upon all motions, including discovery motions, presented with respect to cases assigned to their respective program.

The major goal of the Day Forward/Major Jury Program is to achieve the expeditious scheduling of trials. To this end, the Court has adopted a protocol for assigning certain cases to trial pools. A copy of this protocol is reproduced as an accompanying document. The high volume of major jury filings annually (approximately 5,000 cases) precludes the assignment of fixed trial dates to cases other than complex. As a result, all expedited and standard track cases are considered suitable for pool assignment.