



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

NOTICE TO THE BAR

**IMPLEMENTATION OF ELECTRONIC CHECK-IN SYSTEM
FOR CIVIL CASE MANAGEMENT CONFERENCES**

To promote efficiency and to continue its dedication to the just, speedy and inexpensive determination of every proceeding, the Philadelphia Court of Common Pleas, Trial Division, Civil Section will implement a self-service Electronic Check-in System for all Case Management Conferences scheduled in Room 613 City Hall beginning on September 6, 2016.

Counsel and litigants must check-in at designated computer stations in the Civil Case Management Conference Center, Room 613 City Hall. By checking-in through the electronic system counsel will enter their appearance for the limited purpose of the Case Management Conference event. It is important that the check-in process accurately reflects the identity of the parties who attend the conference. Counsel are instructed to check-in as either counsel of record or substitute counsel on behalf of attorney of record. Counsel should not check-in on behalf of an unrepresented party or any other party or attorney with whom counsel has no affiliation. Attorneys who appear as substitute counsel should be registered as attorney users of the First Judicial District's Civil Electronic Filing System. Counsel should present any questions or problems to front desk reception staff in Room 613.

Instructions for the new Electronic Check-in System may be found in Room 613 City Hall or on the Court's website at <http://www.courts.phila.gov/pdf/cpcivil/e-sign-in.pdf>.

Counsel are reminded to electronically file required conference submissions, including Civil Case Management Conference Memoranda and correspondence, with the Court within the existing case section of the Civil Electronic Filing System under filing category "Conference Submissions."

Counsel are also reminded to provide to the Civil Case Manager a courtesy hardcopy of filed and stamped memoranda at the time of the conference. For additional information please see Pennsylvania Rule of Civil Procedure 205.4 and Philadelphia Local Rule *205.4, governing electronic filing in Philadelphia County.

Hon. Jacqueline F. Allen
Administrative Judge
Trial Division

Hon. Idee C. Fox
Supervising Judge
Trial Division – Civil Section

Date: August 31, 2016