

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

NOTICE TO THE BAR

RE: CIVIL MOTION COVER SHEET

The Civil Motion Cover Sheet was revised in March 2000 to include the following language:

*“By filing this document and signing below, the moving or responding party certifies that this motion/petition/response, along with all documents filed in the Motions Program, will be immediately served upon all counsel and unrepresented parties in accordance with Phila. Civil Rule *206.1(C). Furthermore, the moving or responding party verifies that the answers made herein are true and correct and understands that sanctions may be imposed for inaccurate or incomplete answers.”*

A copy of the current motion cover sheet follows this notice. Effective immediately, the use of any other version of this cover sheet will not be acceptable and will be grounds for dismissal of the petition and/or response.

Copies of this document may be obtained from the Office of Civil Administration in Room 296 City Hall, and from the Motions Clerk in Room 278 City Hall. This form may also be downloaded from the court’s website at <http://courts.phila.gov>.

JAMES J. FITZGERALD, III
Administrative Judge
Trial Division

WILLIAM J. MANFREDI
Supervising Judge
Trial Division–Civil

PHILADELPHIA COURT OF COMMON PLEAS
MOTION COVER SHEET

FOR COURT USE ONLY

ACTION ASSIGNED TO JUDGE: _____

*Do not telephone Judge for status.
Do not send Judge courtesy copies.*

Control Number: _____

(RESPONDING PARTIES MUST INCLUDE THIS NUMBER ON ALL FILINGS)

_____ Term, _____
Month Year

No. _____

Name of Filing Party: _____

_____ vs. _____

(Check one) Plaintiff Defendant
(Check one) Movant Respondent

Type of Motion: _____

Response due: _____

OR

Response to: _____

Has another motion been decided in this case? Yes No

Is another motion pending? Yes No

If the answer to any of the above questions is yes, you must identify the judge, and the relationship of the motion(s) to the present motion, including the status of the motion(s).

Please attach a separate sheet with your statement.

CASE STATUS (answer all questions)

I. Is this case:

A. COMMERCE PROGRAM
Name of Judicial Team Leader: _____
Applicable Motion Deadline: _____
Has deadline been previously extended by the Court?
 Yes No

B. DAY FORWARD/MAJOR JURY (Jury Demand & Fee Paid)
Name of Judicial Team Leader: _____
Applicable Motion Deadline: _____
Has deadline been previously extended by the Court?
 Yes No

C. NON JURY
Date Listed: _____

D. ARBITRATION
Arbitration Date: _____

E. ARBITRATION APPEAL
Listed on: _____

F. OTHER: _____
Date Listed: _____

II. OTHER PARTIES
(Name, address and **telephone number** of all counsel of record and unrepresented parties. Attach a stamped addressed envelope for each attorney of record and unrepresented party.)

By filing this document and signing below, the moving party certifies that this motion/petition, along with all documents filed in the Motions Program, will be immediately served upon all counsel and unrepresented parties, in accordance with Phila. Civil Rule *206.1(C). Furthermore, moving party verifies that the answers made herein are true and correct and understands that sanctions may be imposed for inaccurate or incomplete answers.

(Attorney Signature/Unrepresented Party) (Print Name) (Attorney I.D. No.)

This Motion will be forwarded to the Court after the Response Date. No extension of the Response Date will be granted even if the parties so stipulate.