

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY

President Judge Administrative Order
No. 2017-02

In re: Objections to Nomination Petitions – Primary Election, May 16, 2017

ORDER

AND NOW, this 2nd day of March, 2017, IT IS HEREBY ORDERED, ADJUDGED and DECREED that as required by 25 P.S. § 2937, any petition raising objections to Nomination Petitions (“petition”) of candidates for the May 16, 2017 Primary Election shall be filed, scheduled and disposed as follows:

- (1) the Petition to Set Aside Nomination Petition (hereinafter “Petition”), substantially in the form set forth below, and Exhibits shall be filed electronically or in person in the Office of the Judicial Records (formerly “Prothonotary”) in Room 296 City Hall no later than 5:00 PM on March 14, 2017.
- (2) The Petition shall specify objections to individual signature lines in nomination petitions and these shall be set forth in an Excel or other similar spreadsheet format. Objector may use the downloadable spreadsheet provided on the Court’s website at: www.courts.phila.gov/forms. Spreadsheet columns shall include, for each challenged signature line: page number, line number, county, and the reason or reasons for each challenge. The spreadsheet shall designate the grounds for challenge by codes, as follows:

NR = Not Registered
NRA = Not Registered at Address
NRDS = Not Registered on Date Signed
OC = Out of County
Ill = Illegible
LIO = Line Information Omitted
DUP = Duplicate
IHA = Line Information in Hand of Another
N/I = Nickname/Initial
PRI = Printed Signature
DCA = Defective Circulator Affidavit
SAC = Signed After Circulator’s Affidavit Dated
Other = Any ground for objection not listed above

- (3) The Petition shall clearly state the number of signature lines challenged as well as the total number of completed signature lines on the face of the nomination petitions or papers. Any other challenges, e.g., to circulator affidavits, candidate affidavits, etc., must be clearly and separately stated in the Petition.

- (4) On March 14, 2017, the Office of Judicial Records, Room 296 City Hall, will be open from 8:30 AM to 5:00 PM. Office of Judicial Records staff will assist any party who wishes to electronically file petitions utilizing public access computers located in the Office of Judicial Records. The Office of Judicial Records shall close at precisely 5:00 PM. The Petition of any party or counsel who was in line in the Office of Judicial Records before 5:00 PM. will be time-stamped as having been received at 5:00 PM and the Office of Judicial Records staff shall continue to process their Petitions which, consistent with prior practice, shall be deemed to have been timely filed even if processed after 5:00 PM on March 14, 2017. Moreover, any Petition electronically submitted before 5:00 PM on March 14, 2017 shall be deemed to have been timely filed even if reviewed and officially accepted after 5:00 PM on March 14, 2017. The Order to Show Cause and a Proposed Order will be generated by the Court's filing system and, as such, petitioner need not initially file either document with the Petition.
- (5) Once the Petition has been filed with the Office of Judicial Records, an Order to Show Cause shall be issued scheduling a hearing date for March 17, 2017. The Order to Show Cause shall be in the format attached below.
- (6) A copy of the Petition and Order to Show Cause must be served by the Petitioner on the Philadelphia County Board of Elections, Room 142 City Hall, Philadelphia, PA no later than March 14, 2017 by 5:00 PM. On March 14, 2017 a representative of the Philadelphia County Board of Elections will be in the Office of Judicial Records, Room 296 City Hall, Philadelphia, PA from 3:00 PM to 5:00 PM and may be served at that location.
- (7) A copy of the Petition and Order to Show Cause must be served by the Petitioner on the Candidate within 48 hours of the filing date and time, but no later than March 19, 2017 at 4:00 PM. Service may be accomplished by any of the below methods:
 - (i) personal service on the Candidate;
 - (ii) personal service on any adult person at the Candidate's residence address as shown on the Candidate's affidavit; or
 - (iii) by delivery by nationally recognized overnight service to the Candidate's residence address shown as the Candidate's affidavit provided that:
 - (A) delivery is attempted before March 19, 2017, at 4pm, and
 - (B) the package be sent with instructions to leave the Service Packet at said address if no one answers the door.
- (8) The petitioner shall file before the hearing or bring at the hearing an Affidavit of Service indicating the date and time of service of the Petition and of the Order to Show Cause. The Affidavit of Service shall be in the format attached below;
- (9) The Court may reschedule the hearing for good cause, including inability to serve the petition or Order to Show Cause. The hearing must be concluded and a final order issued no later than March 22, 2017. The final order shall be in the format attached below;

(10) The following judges are assigned to preside over Challenges to Nominating Petitions on Friday, March 17, Monday, March 20, Tuesday, March 21, and Wednesday, March 22, 2017:

Honorable Abbe Fletman
Honorable Angelo Foglietta
Honorable Nina Wright Padilla

Hearings will be held in the City Commissioners' Hearing Room, located at Riverview Place, 520 North Delaware Avenue, 6th Floor, at 9:30 A.M., with court reporters assigned to transcribe the proceedings. Sheriffs are to be provided during these sessions; and

(11) Copies of the forms referenced in this Order shall be available on the Court's website at www.courts.phila.gov/forms.

This Administrative Order shall become effective immediately. The original Administrative Order shall be filed with the Prothonotary in a docket maintained for Administrative Orders issued by the President Judge of the Court of Common Pleas, and copies shall be submitted to the Administrative Office of Pennsylvania Courts, and to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*. Copies of the Administrative Order will be provided to American Lawyer Media, *The Legal Intelligencer*, Jenkins Memorial Library and the Law Library for the First Judicial District, and shall be posted on the website of the First Judicial District of Pennsylvania: <http://courts.phila.gov>.

BY THE COURT:

/s/ Sheila Woods-Skipper

HONORABLE SHEILA WOODS-SKIPPER
President Judge, Court of Common Pleas

IN RE: NOMINATION PETITION OF _____ : COURT OF COMMON PLEAS
 : PHILADELPHIA COUNTY
 : ELECTION MATTER
 : MARCH TERM, 2017
 CANDIDATE FOR OFFICE OF _____ : No.

PETITION TO SET ASIDE NOMINATION PETITION

The Petitioner, by and through counsel, respectfully avers that:

1. The Petitioner, _____, is a duly qualified elector, lives at _____, Philadelphia, PA, and is registered in the above Ward and Division.
2. The respondent is the above referenced Candidate for the stated position.
3. On _____, 20____, the above captioned Candidate filed a Nomination Petition for the Office _____ for the _____ Party. A copy of the Nominating Petition is attached as Exhibit "A".
4. For the reasons set forth in greater detail in the attached Exhibit "B", in the Candidate's Nomination Petition is improperly drawn, fails to contain the required number of properly ascribed signatures, and/or was improperly filed.
5. The Nomination Petition is defective as a matter of law and fails to conform to the requirements of the Election Code because
6. Petitioner respectfully reserves the right to add such additional objections as are appropriate at the time of hearing.

WHEREFORE, Petitioner prays this Honorable Court to issue a Rule upon the Candidate and upon the Philadelphia County Board of Elections to show cause why the Nomination Petition should not be set aside and the Candidate's name not be placed on the ballot.

 Petitioner/Attorney for Petitioner

VERIFICATION

I, _____, hereby verify that the facts contained in the within Petition are true and correct to the best of my knowledge or information and belief.

I understand that the statements made herein are made subject to the provisions of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Date: _____

 PETITIONER/COUNSEL

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
Court of Common Pleas of Philadelphia County**

In Re : Election Matter
Nomination Petition of :
 : **MARCH TERM, 2017**
 :
 :
As **Candidate for Office of** :
 : **NO. _____**

ORDER TO SHOW CAUSE

AND NOW, this _____ day of _____, 2017, upon consideration of the *Petition to Set Aside Nomination Petition* filed on _____, it is hereby ordered that:

- (1) A rule is issued upon the Philadelphia County Board of Elections and the Candidate-Respondent, _____, to show cause why the above-referenced Nomination Petition should not be set aside and/or why the name of the Candidate-Respondent should not be removed from the ballot as a candidate in the City of Philadelphia for the _____ Party Nomination for _____;
(Democratic/Republican/Other) (Office sought by Nominee)
- (2) A hearing shall be held the _____ day of March, 2017, at 9:30 AM at the Riverview Place, 520 North Delaware Avenue, 6th Floor, City Commissioner's Hearing Room, Philadelphia, Pennsylvania;
- (3) A copy of this Order to Show Cause, Petition and attachments must be served by the Petitioner on the Philadelphia County Board of Elections, Room 142 City Hall, Philadelphia, PA no later than March 14, 2017 by 5:00 PM. On March 14, 2017 a representative of the Philadelphia County Board of Elections will be in the Office of Judicial Records, Room 296 City Hall, Philadelphia, PA from 3:00 PM to 5:00 PM and may be served at that location.
- (4) A copy of this Order to Show Cause, Petition and attachments must be served by the Petitioner on the Candidate within 48 hours of the filing date and time, but no later than March 17, 2017 at 4:00 PM. In addition, Petitioner must provide a digital version of the objections in spreadsheet format together with a key to the codes used in the spreadsheet, either by electronic mail or by on a digital media device (USB Flash drive or Memory stick). Service shall be accomplished as provided in Section 7 of the order issued February , 2017, and an Affidavit of Service shall be filed on or before the hearing date.
- (5) If signature line challenges are at issue:
 - (a) the Objector shall immediately arrange to meet with Candidate or Candidate's representative to review before the hearing each and every challenged signature line. Objector and Candidate shall file a stipulation of the parties that identifies:
 - (i) the total number of completed signature lines submitted;
 - (ii) the total number of uncontested signature lines submitted;

- (iii) the total number of signature lines challenged;
 - (iv) each and every signature line to which there is an objection, identified by page number and line number, and the basis for the objection;
 - (v) each and every signature line to be stricken as invalid or for which an objection is to be withdrawn, identified by page number and line number, if the parties can reach such a stipulation.
- (b) The Candidate shall file a list of all signature lines, identified by page number and line number, that are facially defective and that Candidate intends to rehabilitate. Candidate shall also state the manner in which Candidate intends to rehabilitate the signature lines.
- (6) The Objector and Candidate shall each file a list of all witnesses to be called at the hearing and the curriculum vitae and expert reports of all expert witnesses. Any witness not identified shall be precluded from testifying except for good cause shown.
- (7) Objector and Candidate must each file a memorandum of law in support of their respective positions no later than the day before the scheduled hearing, unless otherwise approved by the hearing judge.

BY THE COURT:

HONORABLE SHEILA WOODS-SKIPPER
President Judge, Court of Common Pleas

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
Court of Common Pleas of Philadelphia County**

In Re : Election Matter
Nomination Petition of :
 : **MARCH TERM, 2017**
 :

As **Candidate for Office of** :
 : **NO. _____**

AFFIDAVIT OF SERVICE

I, _____, hereby certify that I have served a copy of the pleadings as follows:

(1) Petition to Set Aside Nomination Petition and Order to Show Cause on
_____, an employee of the County Board of Elections on
March __, 2017 at _____ AM/PM electronically at: _____
or at the following location:

(2) Petition to Set Aside Nomination Petition and Order to Show Cause on Respondent,
_____ on March __, 2017 at _____ AM/PM
electronically at: _____
or at the following location:

I verify that the facts contained herein are true and correct to the best of my knowledge or information and belief.

I understand that the statements made herein are made subject to the provisions of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Date: _____

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
Court of Common Pleas of Philadelphia County**

In Re : Election Matter
Nomination Petition of :
 : **MARCH TERM, 2017**
 :

As **Candidate for Office of** :
 : **NO. _____**

FINAL ORDER

AND NOW, this day of , 2017, upon consideration of the
Petition to Set Aside Nomination Petition filed on _____, 2017, after a hearing held
thereon, and upon consideration of the evidence and/or legal arguments presented, **IT IS**
HEREBY ORDERED, ADJUDGED and DECREED that:

- Upon consideration of the objections and testimony, the Court finds that:
 - the Nomination Petition is defective. The Candidate's name shall be removed from the Ballot.
 - the Nomination Petition does not contain a sufficient number of genuine signatures of electors entitled to sign. The Candidate's name shall be removed from the Ballot.
 - the Nomination Petition was not filed by persons entitled to file the same. The Candidate's name shall be removed from the Ballot.
 -

- The objections to the Nominating Petition are withdrawn by the Petitioner. The Candidate's name shall remain on the Ballot.
- Upon consideration of the objections and testimony, the Court denies the objections and directs the County Board of Elections to accept the Nomination Petition. The Candidate's name shall remain on the Ballot.
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BY THE COURT:

J.