

TRIAL DIVISION – CIVIL
MOTION/PETITION ASSIGNMENT MATRIX
EFFECTIVE June 4, 2018

All Motions/Petitions filed with the Office of Judicial Records shall be assigned by the Civil Motions Program in accordance with the following matrix.

Note: The Motions/Petitions with Specific Protocols section should be referenced initially. If the Motion/Petition is not detailed there, the Motion/Petitions Assignments Based on Program section shall determine the judicial assignment.

Motions/Petitions with Specific Protocols	
Motions/Petitions requiring assignment to a specific Judge	Judicial Assignment
❖ Motion to Consolidate	
➤ All related cases are in Arbitration program	Motions Judge (Odd/Even)
➤ At least one related case is in either Arbitration Appeal or Major Non-Jury programs	Judge Shirdan-Harris
➤ At least one related case is in Major Jury program	Major Jury Team Leader (if more than one MJ, assign to TL of oldest case)
➤ At least one related case is in Commerce program	Commerce Team Leader
❖ Motion to Transfer (from one program to another)	
➤ Transfer from Arbitration to Major-Non Jury	Judge Shirdan-Harris
➤ Transfer from Major Non-Jury to Arbitration	
➤ Transfer from Arbitration to Major Jury	Major Jury Team Leader
➤ Transfer from Major Non-Jury to Major Jury	
➤ Transfer from Major Jury to either Major Non-Jury or Arbitration	
❖ Notice of Program Management Dispute (Transfer to or from Commerce)	Supervising Judge McInerney
❖ Motion to Proceed In Forma Pauperis	Supervising Judge Fox
❖ Petition to Appoint an Arbitrator	
❖ Miscellaneous Arbitration Applications	
❖ Motion to Settle/Discontinue Wrongful Death Claim	Administrative Judge Carrafiello
❖ Motion to Settle/Discontinue Minor's/Incapacitated Action	Judges Herron & Overton (prior assignments in the case should be reviewed)
❖ Petition for Preliminary Injunction/TRO – in all cases not in the Commerce program	Motions Judge (Odd/Even)
❖ Motion for Discovery in Aid of Execution/Post-Judgment Relief	
❖ Motion for Advancement on Trial List	Administrative Judge Allen
❖ Motion for Assignment to an Individual Judge	
❖ Motion to Establish a Mass Tort Case Type	
❖ Motion to Appoint an Out-of-County Judge	President Judge Woods-Skipper

❖ Petition for Authorization to Serve as Bail Bond Surety	Chair of Administrative Governing Board
<ul style="list-style-type: none"> ❖ Motion to Reconsider ❖ Motion for Post-Trial Relief ❖ Motion to Modify Order ❖ Motion for Clarification ❖ Motion for Contempt 	Judge who entered the subject order/worksheet
<ul style="list-style-type: none"> ❖ Motion to Enforce Settlement ❖ Petition to Open and/or Strike Judgment (Note: Petitions to Open/Strike Confessions of Judgment are an exception. Refer to Judgments in the Programs section of this matrix for unique assignment protocols) 	Judge who approved settlement or entered judgment by order. If no judge approved settlement or judgment was entered by praecipe, assign according to program designation.
Motions/Petitions requiring a hearing event (MTHR) scheduled on Motions Judge's calendar at point of assignment	Judicial Assignment/Scheduling
<ul style="list-style-type: none"> ❖ Transfer Vehicle Title – 30 days out at 1:30 ❖ Withdraw Appearance (Arbitration only) – 30 days out at 1:30 ❖ Fair Market Value – 60 days out at 1:30 ❖ Writ Seizure – 30 days out at 1:30 ❖ Structured Settlement – 30 days out at 1:30 	Motions Judge (Odd/Even)

Motions/Petitions Assignments Based on Program	
Program(s)	Judicial Assignment
Arbitration	
<ul style="list-style-type: none"> ❖ Venue and/or personal jurisdiction issues - including Motions to Dismiss Forum Non Conveniens and Motions to Transfer to Other Jurisdiction ❖ Preliminary Objections raising issues of venue or personal jurisdiction ❖ Motion to Stay Proceedings – if request for stay relates to the court proceedings and not stay of execution or other post-judgment relief 	Judge Shirdan-Harris
❖ All other motions/petitions	Motions Judge (Odd/Even)
Statutory Appeal	
<ul style="list-style-type: none"> ❖ Case Type – 5V – Motor Vehicle Appeals ❖ Case Type – 5B – Motor Veh Susp Breathalyzer Ref ❖ Case Type – 54 – Authorization/Issue Auto Tags 	Judge Fletman
❖ All other Statutory Appeal Case Types	Motions Judge (Team Leader)
Equity – City of Philadelphia & Lead Contamination	
❖ All motions/petitions	Judge Fletman

Arb. Appeal, Major Non-Jury and Rent, Lease & Ejectment	
<ul style="list-style-type: none"> ❖ Motion in Limine ❖ Motion for Extraordinary Relief ❖ Motion to Withdraw Appearance ❖ Venue and/or personal jurisdiction issues - including Motions to Dismiss Forum Non Conveniens and Motions to Transfer to Other Jurisdiction ❖ Motion to Stay Proceedings – if request for stay relates to the court proceedings and not stay of execution or other post-judgment relief 	Judge Shirdan-Harris
❖ All other motions/petitions	Motions Judge (Odd/Even)
Mortgage Foreclosure	
Prior to the conclusion of conciliation:	
<ul style="list-style-type: none"> ❖ Motion for Alternative Service ❖ Preliminary Objections (raising neither venue nor personal jurisdiction issues) ❖ Motions Amend 	Motions Judge (Odd/Even)
❖ Preliminary Objections (raising venue and/or personal jurisdiction issues)	Judge Shirdan-Harris
❖ All other motions/petitions	Judge Robinson
After the conclusion of conciliation:	
<ul style="list-style-type: none"> ❖ Motion in Limine ❖ Motion for Extraordinary Relief ❖ Motion to Withdraw Appearance ❖ Venue and/or personal jurisdiction issues - including Motions to Dismiss Forum Non Conveniens and Motions to Transfer to Other Jurisdiction ❖ Motion to Stay Proceedings – if request for stay relates to the court proceedings and not stay of execution or other post-judgment relief 	Judge Shirdan-Harris
❖ Motion to Remand to/Relist in Conciliation Program	Supervising Judge Fox
❖ All other motions/petitions	Motions Judge (Odd/Even)
Municipal Court Appeal	
<ul style="list-style-type: none"> ❖ Court Type – MA – Municipal Court Appeal Case Type – 5L – MC – Landlord/Tenant 	Judge Fletman
<ul style="list-style-type: none"> ❖ Court Type – MA – Municipal Court Appeal Case Type – 5D – MC – Denial to Open Judgment ❖ Court Type – MA – Municipal Court Appeal Case Type – 9S – MC – Supplemental Order ❖ Court Type – AR – Arbitration Case Type – 5M – MC – Money Judgment ❖ Court Type – MA – Municipal Court Appeal Case Type – IM – MC – Impounded Vehicle Appeal ❖ Court Type – MA – Municipal Court Appeal Case Type – RL – MC – Red Light Violation Appeal 	Motions Judge (Odd/Even)

Petitions	
❖ Case Type – 86 – Auction Motor Vehicle	President Judge Woods-Skipper
❖ Case type – 8E – Election Matters	
❖ Case Type – P9 – Sequestration	Supervising Judge McInerney
❖ Case Type – 8N – Nunc Pro Tunc Petition (if relief relates to any action that involves Penn Dot or a Landlord-Tenant de novo appeal)	Judge Fletman
❖ Case Type – 89 – Miscellaneous Petition	Motions Judge (Odd/Even)
❖ Case Type – 8L – Compel Medical Exam	
❖ Case Type – 8P – Appt Arb/Compel Arbitration	
❖ Case Type – 8R – Confirm Arbitrators Award	
❖ Case Type – 8N – Nunc Pro Tunc Petition (if relief relates to any action other than those that involve PennDoT or a Landlord-Tenant de novo appeal)	
❖ All other Case Types	
Mechanics Lien	
❖ All motions/petitions	Motions Judge (Odd/Even)
Major Jury (Jury-Expedited, Standard, Complex)	
❖ All motions/petitions filed in a Major Jury case are to be assigned to the judicial team leader as indicated below:	
➤ Major Jury 2018	Judge New
➤ Major Jury 2017	Judge Robins-New
➤ Major Jury 2016	Judge Cohen
➤ Major Jury 2015	Judge Younge
Commerce (Jury & Non-Jury-Expedited, Standard, Complex)	
❖ All motions/petitions filed in a Commerce case are to be assigned to one of the three judicial team leaders associated with the individual case.	Supervising Judge McInerney
	Judge Djerassi
	Judge Glazer
Mass Tort	
❖ All motions/petitions	Judge New
Eminent Domain	
❖ All motions/petitions	Motions Judge (Odd/Even)
Tax Cases (Real Estate Tax Lien Petition, Civil Tax Case – Petition)	
❖ All motions/petitions	Motions Judge (Odd/Even)
Conservatorship Act 135	
❖ All motions/petitions	Supervising Judge Fox

Judgments	
❖ Petition to Open/Strike Confession of Judgment	Commerce Team Leader (ask Commerce staff for specific judge)
❖ Petition/Motion for Stay filed prior to disposition of a Petition to Open/Strike Confession of Judgment	
❖ All other motions/petitions	Motions Judge (Odd/Even)
Class Action (Consumer)	
❖ All motions/petitions for cases filed May 2, 2016 & forward	Judge Fletman
❖ All motions/petitions for cases filed prior to May 2, 2016	Judicial Team Leader assigned to the case