



First Judicial District of Pennsylvania
Court of Common Pleas of Philadelphia County
Trial Division – Civil Section
CIVIL CASE MANAGEMENT CONFERENCE

ADVICE TO COUNSEL

1. Be sure to fully complete the Case Management Conference Memorandum prior to the Case Management Conference. **Consult clients well in advance of the conference** to obtain pertinent information to prepare the memorandum. When supplying information on injuries or damages, it is insufficient for plaintiff to state “unknown,” “to be supplied,” or “under investigation.” In stating factual positions as to liability, it is insufficient to use non-descriptive terms, such as “liability certain,” “100% liability,” or “clear liability.” Litigants are asked to provide their date of birth, which is intended for Court use only and will not be made available to the public.¹
2. Bring enough copies of the Case Management Conference Memorandum to supply to all parties at the time of the Conference, as copies may not be made at the Center. Bring an extra copy or two, if possible.
3. Be fully prepared to discuss issues relating to service of process, venue, pleadings, discovery, joinder of additional parties, theories of liability, damages, and applicable defenses. Parties are encouraged to discuss these issues amongst themselves prior to the conference when possible. **Participation from fully prepared and cooperative parties leads to a more productive and meaningful conference.** Failure to file a Complaint or effectuate service of process prior to the conference date may result in issuance of a Rule to Show Cause.
4. Conduct discovery as soon as practicable, even while awaiting disposition of preliminary objections. **The presumptive discovery deadlines are calculated from the filing date of an action, not from the date of the Case Management Conference.** The pendency of Preliminary Objections does not stay discovery. If a formal stay is necessary, the parties should petition the Court accordingly.
5. Consider voluntarily transferring your case to the Compulsory Arbitration Program where appropriate. **The Case Managers can generate a *Praecipe* to Transfer and schedule a**

¹ Disclosure of date of birth is voluntary. Effective September 5, 2017, in a continuing effort to implement the recommendations of the *Elder Law Task Force* appointed by the Supreme Court of Pennsylvania, litigants and other persons involved in civil proceedings on the Court of Common Pleas are being asked to provide date of birth information.

hearing date for you. All cases having an amount in controversy, exclusive of interest and costs, of \$50,000 and less (except cases involving title to real estate) shall be assigned to the Compulsory Arbitration Program. (See *Philadelphia County Rules*, Rule *1301) The Team Leader Judges may *sua sponte* remand matters to the Compulsory Arbitration Program accordingly.

6. Be mindful that the **Case Management Conference is a Court proceeding.** The Case Managers are empowered by the Team Leader Judge to issue appropriate Orders to enforce compliance with program procedures and applicable Rules of Civil Procedure. Any Rule to Show Cause entered will be returnable before the Team Leader Judge. (See *Philadelphia County Rules*, General Court Regulation No. 95-2)
7. After you leave the Case Management Conference Center, carefully review the entire Case Management Order. **Be sure to promptly note all deadlines on your calendaring or tickler system.** You will receive notice from the Court of actual Settlement Conference and Pre-trial Conference dates and related instructions in due course.
8. Motions for Extraordinary Relief seeking extension of deadlines must be filed **before** the expiration of the deadlines at issue.
9. If the case settles prior to the Conference, a Settlement Letter must be filed through the Electronic Filing System (EFS). In the EFS, access the “Existing Case” section, select “Conference Submissions” as the filing category, then select “Settlement Letter” as the filing type.
10. Any request for continuance **must** be made in writing. Counsel must e-file letter requests electronically through the EFS. Access the “Existing Case” section, then choose “Case Management Conference Continuance Request” as the filing type. Self-represented litigants may send requests via first class mail, e-mail or the EFS, but **must** send a carbon copy to all opposing parties or their attorney of record:

Civil Case Management Conference Center
ATTN: Request for Continuance
613 City Hall
Philadelphia PA, 19107
CivilCaseManagement@courts.phila.gov

Requests should be made at least 72 hours prior to the scheduled Case Management Conference.

11. Please direct any questions regarding Civil Case Management by e-mail to CivilCaseManagement@courts.phila.gov.

Prepared by:

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Director, Complex Litigation Center

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

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CASE MANAGEMENT CONFERENCE MEMORANDUM

Filing party: _____ By: _____, Esq.

Counsel's address and telephone number (**IMPORTANT**) _____

Part A

(to be completed in personal injury cases, including uninsured and underinsured motorist claims)

1. Date of accident or occurrence: _____

2. Date of birth of your client: _____ Age on date of occurrence: _____

Unknown ____ Decline to provide ____

NOTE: Date of birth information is intended for the Court's use only. The information will not be made available to the public.

3. Most serious injuries sustained: _____

4. Is there any permanent injury claimed? Yes ____ No ____

If yes, indicate the type of permanent injury: _____

5. Dates of medical treatment: _____

6. Is medical treatment continuing? Yes ____ No ____

7. Has there been an inpatient hospitalization? Yes ____ No ____

8. Has there been any surgery? Yes ____ No ____

If yes, indicate the type of surgery: _____

This form shall be presented to the Case Manager and copies served upon any party not served electronically by the Court at the time of the conference. All present must be prepared to discuss its contents.

9. Approximate medical bills to date: \$ _____

10. Approximate medical bills recoverable in this case: \$ _____

11. Are there any existing liens (Workers' Compensation, DPW, Medical, etc.)? Yes ___ No ___

If yes, what type and approximate amount? _____

12. Time lost from work: _____

13. Approximate past lost wages: _____

14. Is there a claim for future lost earning capacity? Yes ___ No ___

If yes, approximate future lost earning capacity: _____

15. Are there any related cases or claims pending? Yes ___ No ___

If so, list caption(s) and docket number(s) or other appropriate identifier(s): _____

16. Do you anticipate joining additional parties? Yes ___ No ___

17. Set forth a summary of facts giving rise to cause(s) of action: _____

18. Set forth a summary of facts in support of applicable defense(s) or any counterclaim: _____

19. Defense position as to causation of injuries alleged: _____

20. Identify all applicable insurance coverage:

Defendant

Insurance Carrier

Coverage Limits

21. Are there issues as to the applicability of the above insurance coverage? Yes ___ No ___

22. Demand: \$ _____ Offer: \$ _____

Part B

(to be completed in all cases other than personal injury)

1. Date of contract or transaction: _____

2. Date of birth of your client: _____ Age on date of transaction: _____

Unknown _____ Decline to provide _____

NOTE: Date of birth information is intended for the Court's use only. The information will not be made available to the public.

3. Is there a writing? Yes _____ No _____

If yes, is there an allegation that the writing does not contain the entire agreement of the parties?

Yes _____ No _____

4. Is the Uniform Commercial Code applicable to this case? Yes _____ No _____

5. Set forth a summary of facts giving rise to the cause of action:

6. Are there any related cases or claims pending? Yes _____ No _____

If so, list caption(s) and docket number(s) or other appropriate identifier(s): _____

7. Specific questions regarding ejectment and other property matters:

(a) How did plaintiff obtain title (Sheriff sale, deed transfer, etc.)? _____

(b) Date of Sheriff's sale or deed transfer: _____

(c) Date of deed's recording: _____

(d) Was a copy of the deed filed with the complaint, if not explain? _____

(e) Was there ever a lease, if so when? _____

8. State the amount of damages claimed by Plaintiff:

(a) Direct _____

(b) Consequential _____

(c) Other (specify) _____

9. Set forth a summary of facts in support of applicable defense(s) or any counterclaim:

10. If there is a counterclaim, state the amount of damages sought:

(a) Direct _____

(b) Consequential _____

(c) Other (specify) _____

11. Identify all applicable insurance coverage:

Defendant

Insurance Carrier

Coverage Limits

12. Demand: \$ _____ Offer: \$ _____