



**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA
TRIAL DIVISION-CIVIL SECTION**

NOTICE TO THE BAR

**REINFORCEMENT OF THE REQUIREMENT TO
ELECTRONICALLY FILE CIVIL CASE MANAGEMENT
CONFERENCE MEMORANDA AND CORRESPONDENCE**

Counsel and parties are reminded, Case Management Conference Memoranda **must be electronically filed** with the Court five (5) days prior to the Civil Case Management Conference and served upon all parties. Counsel are also reminded to electronically file all required conference submissions, including correspondence (i.e., request for continuance letters, settlement letters, request to transfer to Arbitration letters) with the Court. This correspondence must be filed within the existing case section of the Civil Electronic Filing System, found on the “On-Line Services” tab on the Court’s website at <http://courts.phila.gov> under the category “Conference Submissions.” Counsel are further reminded to provide a courtesy copy of filed and stamped memoranda to the Civil Case Manager 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.

Questions concerning this Notice may be directed to Stanley Thompson, Esquire, Director, 622 City Hall, Philadelphia, PA 19107, (215) 686-5100.

**HON. JACQUELINE F. ALLEN
ADMINISTRATIVE JUDGE
TRIAL DIVISION**

**HON. IDEE C. FOX
SUPERVISING JUDGE
TRIAL DIVISION – CIVIL**