

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

Administrative Docket No. 5 of 2005

**Governing Location of Filing Civil Petitions, Motions and Courtroom Assignments;
Revised Consolidation Motion Practices; Assignment of Petitions and Motions to
Judges and Adoption of Revised Motion Court Cover Sheet**

AND NOW, this 12th day of July, 2005, it is hereby ORDERED and DECREED that Administrative Docket No. 03 of 1996 is REVISED as follows:

A. Filing Location and Courtroom Assignments

1. All Petitions and Motions other than Discovery Motions shall be filed in the Office of Civil Administration, Room 296, City Hall, Philadelphia, PA 19107.
2. All Motion Court proceedings shall be conducted in Courtroom 426, City Hall, Philadelphia, PA 19107.
3. All Discovery Motions shall be filed in Room 287, City Hall, Philadelphia, PA 19107.
4. All Discovery Court proceedings shall be conducted in Courtroom 285, City Hall, Philadelphia, PA 19107, unless otherwise designated by a Judicial Team Leader.

B. Revised Consolidation Motion Practices

1. All Motions to Consolidate will be processed through normal Civil Motions Program procedures. These matters will no longer be subject to alternate motion procedures. Stipulations to Consolidate will no longer be accepted.
2. All Motions to Consolidate must contain the following information:
 - a.) The program designation of each of the cases (i.e., Arbitration, Arbitration Appeal, Non-Jury, Mass Tort, Day Forward 2001 and Back, Day Forward 2002, Day Forward 2003, Day Forward 2004, or Day Forward 2005)
 - b.) The next scheduled action and date of that action for each of the cases
 - c.) Whether the cases are subject to a Case Management Order (if so, a copy of the order(s) must be attached)

- d.) The name of the Judicial Team Leader
 - e.) Whether there is any opposition (upon inquiry of all counsel)
3. Motions to Consolidate will be assigned as follows:
- a.) Where the consolidation involves a Major Jury case, the Motion will be assigned to the Team Leader of the most recently filed Major Jury case.

The current Team Leaders of Major Jury cases are:

Cases filed in 2005- Judge Jacqueline F. Allen
Cases filed in 2004- Judge Arnold L. New
Cases filed in 2003- Judge Sandra Mazer Moss
Cases filed in 2002- Judge Allan L. Tereshko
Cases filed in 2001 and Back- Judge Sandra Mazer Moss
 - b.) Where the consolidation does not involve any Major Jury cases but does involve Non-Jury, Arbitration Appeal, or Mass Tort cases, the motion will be assigned to the Coordinating Judge of the Complex Litigation Center. The current Coordinating Judge of the Complex Litigation Center is Judge Norman Ackerman.
 - c.) Where the consolidation involves a Commerce case, the motion will be assigned to the respective Commerce Judge. The current Commerce Judges are:

Judge Albert W. Sheppard, Jr.
Judge C. Darnell Jones, II
Judge Howland W. Abramson
 - d.) Where the consolidation involves only Arbitration cases, the motion will be assigned to the presiding Civil Motions Judges. The current presiding Civil Motions Judges are Judge Gary S. Glazer and Judge Joseph A. Dych.

C. Assignment of Petitions and Motions to Judges

Motions and Petitions shall be assigned according to the Motion Assignment Matrix, a copy of which is attached as Appendix A. This Matrix, which may be amended from time to time without the need for issuance of an Amended Administrative Order or publication, will be available from the Civil Motions Program, or in the Forms section of the First Judicial District's Website (<http://courts.phila.gov>).

D. Revised Motion Court Cover Sheet

All Motions and Petitions shall be accompanied by a Motion Cover Sheet in the form attached as Appendix B. The Motion Cover Sheet, which may be amended from time to time without the need for issuance of an Amended Administrative Order or publication, will be available from the Civil Motions Program, or in the Forms section of the First Judicial District's Website (<http://courts.phila.gov>).

At his discretion the Administrative Judge or his designee, the Supervising Judge-Civil, may entertain, assign, or reassign any motion or petition.

BY THE COURT:

JULY 12, 2005

**JAMES J. FITZGERALD, J.
ADMINISTRATIVE JUDGE
TRIAL DIVISION**

This Administrative Docket is promulgated in accordance with the April 11, 1987 Order of the Supreme Court of Pennsylvania, Eastern District, No. 55, Judicial Administration, Docket No. 1, Phila. Civ. *51 and Pa. R.C.P. 239, and shall become effective immediately. As required by Pa. R.C.P. 239, the original Administrative Docket shall be filed with the Prothonotary in a docket maintained for Administrative Dockets issued by the Administrative Judge of the Trial Division and copies shall be submitted to the Administrative Office of Pennsylvania Courts, the Legislative Reference Bureau and the Civil Procedural Rules Committee. Copies of the Administrative Docket shall also be submitted to American Lawyer Media, *The Legal Intelligencer*, Jenkins Memorial Law Library and the Law Library for the First Judicial District.

**TRIAL DIVISION—CIVIL
MOTION ASSIGNMENT MATRIX
2005**

**The Civil Motions Filing Clerk is located in Room 296, City Hall.
All Motions/Petitions shall be assigned in accordance with the following Matrix:**

PROGRAM/FILING TYPE	JUDICIAL ASSIGNMENT
MAJOR JURY PROGRAMS	
Day Forward 2001 and Back	Judge Moss
Day Forward 2002	Judge Tereshko
Day Forward 2003	Judge Moss
Day Forward 2004	Judge New
Day Forward 2005	Judge Allen
PROGRAMS OTHER THAN MAJOR JURY	
Commerce Program	Judge Sheppard/Judge Abramson/Judge Jones
Non Jury Program	Judge Carrafiello/Judge Dych
Compulsory Arbitration	Judge Carrafiello/Judge Dych
Post Arbitration & Arbitration Appeal	Judge Carrafiello/Judge Dych
Mass Tort Program	Judge Ackerman
Class Actions	Judge Bernstein
Municipal Court Appeals from Denial to Open Default Judgment	Judge Carrafiello/Judge Dych
Municipal Court Appeals (Money Judgment)	Judge Carrafiello/Judge Dych
Municipal Court Appeals (Landlord Tenant)	Municipal Court Judges
SPECIFIC MOTIONS/PETITIONS	
Wrongful Death & Minor's Compromise	Orphans' Court Judges
Motions to Consolidate	Assigned in Accordance with Administrative Docket No. 3 of 1996, as amended 04/2005.
Motions to Enforce Settlement	Assigned to the judge who approved or was involved in effecting the settlement.
Motions for Reconsideration	Assigned to the judge who entered the order to be reconsidered.
Preliminary Injunctions (Non-Commerce)	Judge Carrafiello/Judge Dych
Preliminary Injunctions (Commerce)	Judge Sheppard/Judge Abramson/Judge Jones
Preliminary Injunctions (Major Jury)	Major Jury Team Leader
Discovery Motions	Scheduled consistent with Judicial Team Leader assignments to Discovery Court.
The following Motions/Petitions shall be assigned to the Administrative Judge/Supervising Judge <i>regardless</i> of any program designation:	
<ul style="list-style-type: none"> ▪ Motions for Assignment to an Individual Judge ▪ Motions for Advancement on the Trial List ▪ Petitions to Appoint Neutral Arbitrator ▪ Petitions to Compel Arbitration ▪ Motions to Proceed <i>In Forma Pauperis</i> 	

**PHILADELPHIA COURT OF COMMON PLEAS
PETITION/MOTION COVER SHEET**

FOR COURT USE ONLY	
ASSIGNED TO JUDGE:	ANSWER/RESPONSE DATE:
<i>Do not send Judge courtesy copy of Petition/Motion/Answer/Response. Status may be obtained online at http://courts.phila.gov</i>	

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

INDICATE NATURE OF DOCUMENT FILED:

Petition (Attach Rule to Show Cause) Motion
 Answer to Petition Response to Motion

Has another petition/motion been decided in this case? Yes No
 Is another petition/motion pending? Yes No
 If the answer to either question is yes, you must identify the judge(s): _____

TYPE OF PETITION/MOTION (see list on reverse side)	PETITION/MOTION CODE (see list on reverse side)
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ANSWER/RESPONSE FILED TO (Please insert the title of the corresponding petition/motion to which you are responding): _____

I. CASE PROGRAM
 Is this case in the (answer all questions):

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

B. DAY FORWARD/MAJOR JURY PROGRAM — Year _____
 Name of Judicial Team Leader: _____
 Applicable Petition/Motion Deadline: _____
 Has deadline been previously extended by the Court?
 Yes No

C. NON JURY PROGRAM
 Date Listed: _____

D. ARBITRATION PROGRAM
 Arbitration Date: _____

E. ARBITRATION APPEAL PROGRAM
 Date Listed: _____

F. OTHER PROGRAM: _____
 Date Listed: _____

II. PARTIES (required for proof of service)
 (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.)

III. OTHER

By filing this document and signing below, the moving party certifies that this motion, petition, answer or response along with all documents filed, will be served upon all counsel and unrepresented parties as required by rules of Court (see PA. R.C.P. 206.6, Note to 208.2(a), and 440). 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) (Date) (Print Name) (Attorney I.D. No.)

The Petition, Motion and Answer or Response, if any, will be forwarded to the Court after the Answer/Response Date. No extension of the Answer/Response Date will be granted even if the parties so stipulate.

Instructions for Completing Petition/Motion Cover Sheet

A Petition/Motion Cover Sheet must be attached to all Petitions, Motions, Answers or Responses filed, except for Discovery Motions and Motions for Extraordinary Relief. Sanctions will be imposed if the Cover Sheet is inaccurately completed.

Please Note the following:

1. **ANSWER or RESPONSE DATE.** The Motion Clerk shall enter the "Answer" or "Response" Date on the Cover Sheet. All Responses to Motions and Answers to Petitions must be filed with the Prothonotary and submitted to the Motion Clerk on or before the Response Date. **Note:** Summary Judgment Motions have a 30 day Response period. Except for those Motions identified in Phila.Civ.R. *208.3(a) and (b), all other Motions have a 20 day Response period.
2. **ARGUMENT DATE.** The Motion Clerk shall enter the Argument Date and location on the Cover Sheet, as appropriate.
3. **CONTROL NUMBER.** The Motion Clerk shall assign a Control Number to all Petitions and Motions. The Responding parties must enter this Control Number on the Cover Sheet accompanying their Answer or Response.
4. **NATURE OF DOCUMENT FILED.** The filing party must check whether the document being filed is a Petition (in which case a Rule to Show Cause Order must be attached), a Motion, an Answer to a Petition, or a Response to a Motion. The parties must indicate whether another Petition or Motion is outstanding or has been decided and, if so, must identify the Judge(s) to whom such prior Petitions or Motions had been assigned.
5. **PETITION OR MOTION TYPES.** The parties must utilize the following Petition or Motion Codes and Types (and the Motion Clerk is authorized to change a filing party's designation to reflect the correct Petition or Motion Code and Type):

CODE	MOTIONS	CODE	MOTIONS	CODE	MOTIONS
MTSAL	Motion for Additional Distribution of Sale Proceeds	MTJNP	Motion for Entry of Judgment of Non Pros	MTRWT	Motion to Return Writ of Possession or Execution
MTPHV	Motion for Admission Pro Hac Vice	MTSUP	Motion for Entry of Supersedeas	MTSAN	Motion for Sanctions
MTSVR	Motion for Alternative Service	MTEXP	Motion for Expungement of Record	MT229	Motion for Sanctions for Failure to Deliver Settlement Funds
MTAMJ	Motion to Amend Judgment	MTEOT	Motion for Extension of Time to file Certificate of Merit	MTSAS	Motion to Set Aside Sheriff's Sale
MTAMD	Motion to Amend Pleading	MTEXT	Motion for Extension of Time to answer/respond)	MTSAA	Motion to Set Aside Award
MTGAL	Motion to Appoint Guardian Ad Litem	PTEXR	Motion for Extraordinary Relief	MTIPP	Motion to Settle Incompetent/Incapacitated Person's Estate
MTAPC	Motion for Appointment of a Conservator	MTNPT	Motion to File Nunc Pro Tunc	MTSPR	Motion to Stay Proceedings
MTMCF	Motion for Approval and Distribution of Minor's Compromise	MTFUS	Motion to File Under Seal	MTWOE	Motion to Stay Writ of Execution
MTWRD	Motion for Approval & Distribution of Wrongful Death & Survival Action	PTFMV	Motion to Fix Fair Market Value	MTSTK	Motion to Strike Pleading
MTAPS	Motion to Approve Transfer of Structured Settlement	MTINT	Motion for Interpleader	MTSJD	Motion for Summary Judgment (30 day hold)
MTADH	Motion for Assessment of Damages Hearings	MTINV	Motion to Intervene	MTRAE	Motion for Supplementary Relief in Aid of Execution
MTAMV	Motion to Auction Motor Vehicles	MTIOP	Motion to Invalidate Opt-Outs (Class Action cases)	MTRDM	Motion to Reassess Damages
MTBIF	Motion to Bifurcate	MTJAD	Motion to Join Additional Defendant	MTRRF	Motion for Reimbursement of Fees
MTCIA	Motion to Certify Order for Interlocutory Appeal	MTJPL	Motion for Judgment on the Pleadings	MTRFL	Motion to Release Bond
MTCNM	Motion to Change Name	MTJUR	Motion for Jury Out of Time	MTRDS	Motion to Remove Case from Deferred Status
MTCLC	Motion for Class Action Certification	MTLIM	Motion in Limine	MTSRC	Motion to Seal Record
MTCMP	Motion to Compel Discovery	MTMJS	Motion to Mark Judgment Satisfied	MTSEV	Motion to Sever Cases
MTCP5	Motion to Compel Payment of Settlement	MTMVR	Motion to Obtain Motor Vehicle Records	MTSPP	Motion for Specific Performance
MTCOM	Motion to Complete Terms of Sheriff's Sale	MTOPN	Motion to Open/Strike Confessed Judgment	MTTFR	Motion to Transfer
MTCST	Motion to Confirm Settlement	MTPAR	Motion for Partition	MTTRJ	Motion to Transfer Judgment
MTCNS	Motion to Consolidate Actions	MTPIC	Motion for Payment into Court	MTFTV	Motion for Title to Vehicle
MTCON	Motion for Continuance	MTPRE	Motion to Pay Rent into Escrow Account	MTWDA	Motion to Withdraw Appearance
MTCOR	Motion for Coordination of Actions	MTSYS	Motion to Postpone Sheriff's Sale	MTWPS	Motion for Writ of Possession
MTCRT	Motion to Correct Record	PTTMF	Motion for Post Trial Relief	MTWRS	Motion for Writ of Seizure
MTCNF	Motion for Counsel Fees	MTPCD	Motion for Pre-Complaint Discovery	MTMIS	Miscellaneous Motion
PTDOM	Motion for Delay Damages	PRINJ	Motion for Preliminary Injunction		
MTDJT	Motion to Demand Jury Trial	MTPSA	Motion for Preliminary Settlement Approval (Class Action Cases)	CODE	PETITIONS
DPROB	Motion to Determine Preliminary Objections	MTPDE	Motion to Preserve Documents and Evidence	PTAAR	Petition to Appoint Common Law Arbitrator
MTDSC	Motion to Discontinue Case	MTIFP	Motion to Proceed In Forma Pauperis	PTARC	Petition to Appoint a Receiver
MTDIS	Motion to Dismiss for Forum Non Conveniens	MTPRO	Motion for Protective Order	PTCAR	Petition to Compel Arbitration
MTDCN	Motion to Disqualify Counsel	MTQSH	Motion to Quash	PTCAW	Petition to Confirm Arbitration Award
MTEMG	Emergency Motion	MTRCS	Motion for Reconsideration	PTCST	Petition to Confirm Settlement
MTEST	Motion to Enforce Settlement	MTRPR	Motion to Redeem Premises	PTFCT	Petition for Contempt
MTJDG	Motion for Entry of Default Judgment	MTREF	Motion to Release Escrow Funds	PTOJD	Petition for Open Default Judgment
		MTOPT	Motion to Remove Opt-Out of the Proposed Settlement Agreement (Class Action Cases)	PTSNP	Petition to Open Judgment of Non Pros
				PTEMG	Emergency Petition

6. **CASE PROGRAM.** The party shall check the program to which the case is assigned and provide the requested program data.
7. **PARTIES.** The filing parties shall set forth the name, address and telephone number of all counsel of record and unrepresented parties, and must attach a stamped addressed envelope for each attorney of record and unrepresented party.
8. **OTHER.** The parties shall enter other relevant important information in this box – such as request for stay, emergency designation etc. – placing the Motion Clerk on notice of special handling or request.
9. **SIGNATURE LINE.** The Cover Sheet must be signed, dated and, if applicable, the attorney ID number must be provided.
10. **SERVICE.** A copy of the file-stamped Petition, Motion, Answer, Response and attachments must be served on all parties of record immediately after filing as required by Pa.R.C.P. 206.6, and Pa.R.C.P. 440.