

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

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**President Judge Administrative Order**  
**No. 01 of 2018**

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**In re:            Objections to Nomination Petitions – Primary Election, May 15, 2018**

**REVISED ORDER**

AND NOW, this 2<sup>nd</sup> day of March, 2018, this Court’s order of February 22, 2018 is amended to read as follows:

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 15, 2018 Primary Election shall be filed, scheduled and disposed as follows:

- (1) the *Petition to Set Aside Nomination Petition* (hereinafter “Petition”), substantially as 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 13, 2018.
- (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](http://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 13, 2018, 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 13, 2018. Moreover, any Petition electronically submitted before 5:00 PM on March 13, 2018 shall be deemed to have been timely filed even if reviewed and officially accepted after 5:00 PM on March 13, 2018. 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 16, 2018. 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 13, 2018 by 5:00 PM. On March 13, 2018 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 15, 2018 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 15, 2018, 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 21, 2018. 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 16, Monday, March 19, Tuesday, March 20, and Wednesday, March 21, 2018:

Hon. Jeffrey P. Minehart

Hon. Paula A. Patrick

Hon. Kenneth J. Powell, Jr.

Hearings will be held in the City Commissioners' Hearing Room, located at Riverview Place, 520 North Delaware Avenue, 6<sup>th</sup> 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](http://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*

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**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, 2018**  
 :  
\_\_\_\_\_  
**As Candidate for member of** :  
\_\_\_\_\_ **Executive Committee** :  
**WARD \_\_\_\_\_ DIVISION \_\_\_\_\_** : **NO. \_\_\_\_\_**

**PETITION TO SET ASIDE NOMINATION PETITION**

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

1. The Petitioner, \_\_\_\_\_, is a duly qualified elector, who lives at \_\_\_\_\_, Philadelphia, PA, and is registered in the above Ward and Division in the same party as the Candidate.

2. The Respondent is the above referenced Candidate for member of the Executive Committee for the stated Political Party in the above referenced Ward and Division (“Candidate”).

3. On or before March 6, 2018, the above Candidate filed a Nomination Petition as candidate for Executive Committee for the stated Political Party in the above referenced identified Ward and Division. A copy of the Candidate’s Nomination Petition is available online on the website of the Philadelphia City Commissioners at: [www.philadelphiavotes.com](http://www.philadelphiavotes.com) and on the Court’s Website at: [www.courts.phila.gov/forms](http://www.courts.phila.gov/forms) (Court of Common Pleas-Trial Division Civil/Election Forms).

4. For the reasons set forth in greater detail in the attached Exhibit “A”, the Candidate’s Nomination Petition is improperly drawn, fails to contain the required number of properly ascribed signatures, and/or was improperly or untimely filed, or is otherwise improper.

5. The Nomination Petition therefore fails to conform to the requirements of the Election Code, 25 P.S. §2867 *et seq.*, and must be set aside and the Candidate’s name not be placed on, or stricken from, the ballot.

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 of the above referenced Candidate should not be set aside and the Candidate’s name shall not appear on the 2018 ballot.

\_\_\_\_\_  
, Attorney for Petitioner  
Pa. Supreme Court I.D. No.: \_\_\_\_\_

**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.A. §4904 relation to unsworn falsification to authorities.

Date: \_\_\_\_\_

\_\_\_\_\_  
Petitioner

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

**In Re:** : **Election Matter**  
**Nomination Petition of:** :  
: **MARCH TERM, 2018**  
:  
\_\_\_\_\_  
**As candidate for member of** :  
\_\_\_\_\_ **Executive Committee** :  
**WARD** \_\_\_\_\_ **DIVISION** \_\_\_\_\_ : **NO.** \_\_\_\_\_

**ORDER TO SHOW CAUSE**

**AND NOW**, this \_\_\_\_\_ day of March, 2018, 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 above named Candidate-Respondent to show cause why the Candidate's 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 for Executive Committee for the stated Political Party in the above referenced Ward and Division.
- (2) A hearing shall be held on March 16, 2018, at 9:30 AM at the Riverview Place, 520 North Delaware Avenue, 6<sup>th</sup> Floor, City Commissioner's Hearing Room, Philadelphia, Pennsylvania;
- (3) A copy of the Petition to Set Aside Nomination Petition and attachments and this 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 13, 2018 by 5:00 PM. On March 13, 2018 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 service may be effectuated at that location.
- (4) A copy of the Petition to Set Aside Nomination Petition and attachments, and this 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 15, 2018 at 4:00 PM. Service shall be accomplished as provided in Section 7 of President Judge Administrative Order No. 01 of 2018, 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 any witnesses to be called at the hearing and the curriculum vitae and expert reports of any expert witnesses. Any witness not identified shall be precluded from testifying except for good cause shown.
- (7) Objector and Candidate may 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:**

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**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, 2018**  
:  
\_\_\_\_\_  
**As candidate for member of** :  
\_\_\_\_\_ **Executive Committee** :  
**WARD** \_\_\_\_\_ **DIVISION** \_\_\_\_\_ : **NO.** \_\_\_\_\_

**AFFIDAVIT OF SERVICE**

I, \_\_\_\_\_, hereby certify that I have served a copy of the:

(1) *Petition to Set Aside Nomination Petition* and attachments, and *Order to Show Cause* dated March \_\_, 2018 on \_\_\_\_\_, an employee of the County Board of Elections on March \_\_, 2018 at \_\_\_\_\_ AM/PM electronically at the following email address:

**or** at the following location: \_\_\_\_\_  
on March \_\_, 2018 at \_\_\_\_\_ AM/PM.

(2) *Petition to Set Aside Nomination Petition* and attachments, the Candidate's *Nomination Petition* and *Order to Show Cause* dated March \_\_, 2018 on the Candidate/Respondent: \_\_\_\_\_, on March \_\_, 2018 at \_\_\_\_\_ AM/PM

(a) by Personal service on the Candidate \_\_\_\_\_ or adult person at the Candidate's residence address, namely \_\_\_\_\_, at the following location: \_\_\_\_\_.

(b) through a nationally recognized overnight service to the Candidate's residence address as shown on the Candidate's affidavit on the Nomination Petition, and:  
(i) the Service Packet was sent with instructions to leave it at said address if no one answers the door; and  
(ii) the Service Packet was delivered before March 15, 2018, at 4 PM; and  
(iii) proof of delivery is attached.

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**  
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**As candidate for member of** :  
\_\_\_\_\_ **Executive Committee** :  
**WARD** \_\_\_\_\_ **DIVISION** \_\_\_\_\_ : **NO.** \_\_\_\_\_

**FINAL ORDER**

**AND NOW**, this \_\_\_\_\_ day of March, 2018, upon consideration of the *Petition to Set Aside Nomination Petition* filed on March \_\_\_\_, 2018, 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.
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- 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.**