

**TRIAL DIVISION – CIVIL
MOTION/PETITION ASSIGNMENT
MATRIX EFFECTIVE January 1, 2025**

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	
➤ At least one case requested to be consolidated is in the Commerce program	Commerce Team Leader
➤ No Commerce case is identified and at least one case requested to be consolidated is in Major Jury program	Major Jury Team Leader (if more than one Major Jury case is requested to be consolidated, assign to the oldest case's Team Leader)
➤ No Commerce or Major Jury case is identified	Refer to Motions/Petitions Assignments Based on Program section of this matrix
❖ Motion to Transfer (from one program to another)	
➤ Transfer from Arbitration to Major-Non Jury ➤ Transfer from Major Non-Jury to Arbitration	Judge Roberts
➤ Transfer from Arbitration to Major Jury ➤ Transfer from Major Non-Jury to Major Jury ➤ Transfer from Major Jury to either Major Non-Jury or Arbitration	Major Jury Team Leader
❖ Notice of Program Management Dispute (Transfer to or from Commerce) ❖ Motion to Proceed In Forma Pauperis filed in a Commerce Case	Supervising Judge Fletman
❖ Motion to Proceed In Forma Pauperis in all cases except the <u>Commerce Program</u> ❖ Petition to Appoint an Arbitrator	Administrative Judge Anders
❖ Motion to Settle/Discontinue Wrongful Death Claim	Administrative Judge Woods-Skipper
❖ Motion to Settle/Discontinue Minor's/Incapacitated Action	Judges Djerassi, & Tsai (prior assignments in the case should be reviewed)
❖ Petition for Preliminary Injunction/TRO in all cases except the <u>Commerce Program</u> ❖ Motion for Discovery in Aid of Execution/Post-Judgment Relief in all cases except the <u>Commerce Program</u>	Motions Judge
❖ Motion for Advancement on Trial List ❖ Motion for Assignment to an Individual Judge ❖ Motion to Establish a Mass Tort Case Type	Administrative Judge Anders
❖ Motion to Appoint an Out-of-County Judge	President Judge Wright Padilla

❖ Petition for Authorization to Serve as Bail Bond Surety	Chair of Administrative Governing Board
❖ 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
❖ 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 settlement or judgment were entered by praecipe without judicial approval, assign according to program designation.

Motions/Petitions Assignments Based on Program

Program(s)	Judicial Assignment
Arbitration	
❖ Miscellaneous Arbitration Applications ❖ 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 ❖ Preliminary Objections ❖ Motion to Amend ❖ Motion to Consolidate ❖ Motion to Dismiss ❖ Motion for Extraordinary Relief ❖ Motion for Summary Judgment ❖ Motion for Pro Hac Vice ❖ Motion for Judgment on the Pleadings ❖ Motion to Join Additional Defendant	Judge Roberts
❖ All other motions/petitions	Motions Judge
Agency Appeal	
❖ Motions for Continuance of Trial filed in Case Types - Motor Vehicle Appeals, Motor Veh Susp Breathalyzer Ref, and Authorization/Issue Auto Tags	Trial Judge
❖ All other motions/petitions filed in Case Types - Motor Vehicle Appeals, Motor Veh Susp Breathalyzer Ref, and Authorization/Issue Auto Tags	Judge Moss
❖ All motions/petitions/stipulations filed in Case Type - Board of Revision of Taxes – MVA	Judge Roberts
❖ All other motions/petitions filed in all other Case Types	Motions Judge

Code Enforcement (Equity – City of Philadelphia)	
❖ All motions/petitions	Judge Coyle
Mortgage Foreclosure, Arb. Appeal, Major Non-Jury (except Partition Case Type) and Rent, Lease & Ejectment	
❖ Motion in Limine/Frye Motion and all other trial-related motions ❖ 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 ❖ Preliminary Objections ❖ Motion to Amend ❖ Motion to Consolidate ❖ Motion to Dismiss ❖ Motion for Pro Hac Vice ❖ Motion for Summary Judgment ❖ Motion for Judgment on the Pleadings ❖ Motion to Join Additional Defendant ❖ Motion to Remove from/Remand to/Relist in Conciliation	Judge Roberts
❖ All other motions/petitions	Motions Judge
Major Non-Jury – Partition Case Type	
❖ All motions/petitions	Judge Roberts
Petitions	
❖ Case Type – Auction Motor Vehicle ❖ Case Type – Election Matters	President Judge Wright Padilla
❖ Case Type – Sequestration ❖ Case Type – Financial Monitor Program	Supervising Judge Fletman
❖ All other Case Types	Motions Judge
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 2025 & 2022	Judge Carpenter
➤ Major Jury 2024, 2021 & Back	Judge Cohen
➤ Major Jury 2023	Judge Bright
Mechanics Lien	
❖ All motions/petitions in cases over \$50,000.00	Commerce Team Leader
❖ All motions/petitions in residential cases and cases under \$50,000.00	Motions Judge

Class Action	
❖ All motions/petitions including post-judgment motions filed in a Class Action case are to be assigned to one of the three judicial team leaders associated with the individual case.	Commerce Team Leader
Taxi Cab Medallion Loan Program	
❖ All motions/petitions including post-judgment motions filed in this program	Supervising Judge Fletman
Mass Tort	
❖ All Case Types	Judge Roberts
Tax Cases (Real Estate Tax Lien Petition)	
❖ All motions/petitions	Motions Judge
Judgments	
❖ All Motions/Petitions in Confession of Judgment	Commerce Team Leader
❖ Petition/Motion for Stay filed prior to disposition of a Petition to Open/Strike Confession of Judgment	
❖ Petition/Motion for stay after disposition of a Petition to Open/Strike Confession of Judgment	Motions Judge
Conservatorship Act 135	
❖ All motions/petitions	Judge Butchart
Eminent Domain	
❖ All motions/petitions	Motions Judge
Municipal Court Appeal - MC Landlord/Tenant	
❖ All motions/petitions	Judge Roberts
Municipal Court Appeal – All other Case Types	
❖ All motions/petitions	Motions Judge
Commerce (Jury & Non-Jury-Expedited, Standard, Complex)	
❖ All motions/petitions including post-judgment motions filed in a Commerce case are to be assigned to one of the three judicial team leaders associated with the individual case.	Commerce Team Leader