

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

**Name*

**Street Address*

**City, *State, *ZipCode*

**Case Description*

**Case ID*

NOTICE AND ORDER FOR JPT SCHEDULING CONFERENCE –
MEDICAL MALPRACTICE PROGRAM

Please take notice that this case is hereby listed for a Mandatory JPT Scheduling Conference (NOT A SETTLEMENT CONFERENCE) on **Schedule Date*, at **Schedule Time*, on the Dispute Resolution Center's Zoom video conferencing service as identified in paragraph 1 below.

This conference has been scheduled because of a request for a Settlement Conference made to Judge Susan Schulman, Medical Malpractice Judicial Leader.

A JPT Settlement Conference will be scheduled at the conclusion of this Conference. Accordingly, counsel shall meet and confer prior to the Scheduling Conference to select three (3) mutually agreed upon dates for a Settlement Conference. All parties with authority to settle the case must attend or be available at the Settlement Conference. Any consents/tenders necessary must be in place, and a reasonable demand and offer must be made prior to the Settlement Conference.

IT IS FURTHER ORDERED THAT:

1. The Scheduling Conference will be conducted using Advanced Communication Technology. Counsel shall access the Conference by using the Zoom link posted on the following website under "Remote Hearing Information by Court Event Type." <https://www.courts.phila.gov/remote-hearings/>. Select Zoom link under "Dispute Resolution Center." Please note that the Zoom link may be updated from time to time so you should use the Zoom link that is published on the day of the Conference.

All counsel and participants must follow the Court's "Notice to the Bar" Policies and Protocols for Use of Advanced Communication Technology for Court Proceedings in Civil Matters (available <http://www.courts.phila.gov/covid-19>). Counsel shall provide a copy of this Notice to the Bar to each participant that they intend to invite to the proceeding.

2. Counsel for the plaintiff(s) / defendant(s) are directed to serve a copy of this Notice/Order on any attorney entering an appearance after the issuance of this Notice/Order.
3. If this case settles prior to the Scheduling Conference, counsel must immediately electronically file a settlement letter. To file the letter electronically, access the “Existing Case” section of the court’s electronic filing system. Select “Conference Submissions” as the filing category. Select “Settlement Letter” as the document type.
4. Questions concerning this Notice/Order should be directed to the program administrator, Pete Divon at 215-686-7914

BY THE COURT:

Susan I. Schulman, J
Medical Malpractice Judicial Leader

**Mail Date*