

*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 ONE-YEAR STATUS CONFERENCE –
MAJOR JURY – COMPLEX PROGRAM

Please take notice that this case is hereby listed for a Mandatory One-Year Status Conference on **Schedule Date*, at **Schedule Time*, before the Honorable **Event Judge*, using Zoom video conferencing service.

Counsel appearing at the One-Year Status Conference must be prepared to discuss all aspects of the case to date, including that status of discovery; expert reports; dispositive motions; potential for early resolution; disclosure of all insurance coverages. Counsel are encouraged to meet and confer prior to the Conference.

IT IS FURTHER ORDERED THAT:

1. The One-Year Status 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 Judge.” <https://www.courts.phila.gov/remote-hearings/>. 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. Not later than fifteen (15) days prior to the One-Year Status Conference, counsel shall electronically file with the Court and serve upon all opposing counsel and/or opposing parties not electronically served by the court, a One-Year Status

Memorandum in the form found here:

<https://www.courts.phila.gov/pdf/forms/civil/One-Year-Status-Conference-Form.pdf>.

To file electronically, access the “Existing Case” section of the Court’s electronic Filing System. Select “Conference Submissions” as the filing category. Select “One-Year Status Conference Memorandum” as the document type.

4. Counsel should be prepared to discuss early resolution at the Conference. The Court encourages counsel to exchange a good faith demand and offer prior to the Conference.
5. If this case settles prior to the One-Year Status 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.
6. Questions concerning this Notice/Order should be directed to the program administrator, Felicia Brown, at 215-686-3718.

BY THE COURT:

**TLName, J.*

Judicial Team Leader

**Mail Date*