

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

**CASE MANAGEMENT ORDER  
CONSUMER CREDIT CARD COLLECTION DIVERSION PROGRAM**

AND NOW, \_\_\_\_\_, pursuant to the terms of the Consumer Credit Card Collection Diversion Program adopted by Joint General Court Regulation 2026-01, (hereafter GCR 2026-01) it is hereby **ORDERED** and **DECREED** as follows:

1. **CONCILIATION CONFERENCE:** A Conciliation Conference is scheduled for \_\_\_\_\_, at \_\_\_\_\_ . Parties are expected to appear using advanced communication technology (Zoom). Please review attached exhibit A (“How to Participate”) sheet for details.

All parties shall participate in the Conciliation Conference. A representative of the Plaintiff who has actual authority to compromise the debt, to enter into payment agreements with the defendant, or to otherwise resolve the action shall be present at the Conciliation Conference or shall be immediately available telephonically. An appropriate Order will be issued following the Conciliation Conference.

2. **SERVICE:** Plaintiff shall serve a copy of this Order and the Complaint along with attached exhibits A (“How to Participate”), B (“Notice to Defendants”), and C (“Certification”). Service shall be made as required by Pa. R.C.P. No. 400.1. If service is effectuated at an address different than the one identified in the Complaint, Plaintiff shall file the attached exhibit D (“Praecipe to Change Defendant’s Address on Docket”) with the Office of Judicial Records, indicating how the Defendant's alternative address was obtained. An Affidavit of Service must be filed prior to the date of the Conciliation Conference.
3. **RESPONSIVE PLEADINGS/DEFAULT JUDGEMENT:** Pending the conclusion of the Conciliation Conference, and the issuance of an appropriate Order, the requirement to file responsive pleadings and the entry of a default judgement are stayed.

**BY THE COURT:**

**HONORABLE DANIEL J. ANDERS  
Administrative Judge, Trial Division  
Court of Common Pleas**



First Judicial District of Pennsylvania  
Court of Common Pleas of Philadelphia County  
Trial Division – Civil

## How to participate in your Credit Card Diversion Conciliation Conference

**Join By Zoom:** <https://zoom.us/j/2467940822>

Meeting ID: 246 794 0822

One tap mobile

+1(267)831-0333, 2467940822# US (Philadelphia)

(877)853-5257, 2467940822# US Toll-free

You may also find this information at: <https://www.courts.phila.gov/remote-hearings/> under Credit Card Conciliation Conference in the Remote Hearing Information by Court Event section of the website.

If you are having difficulty accessing the remote hearing and need technical help, you may call the **Civil Case Management Conference Center at 215-686-3710 for assistance.**

**If you do not appear for your conciliation conference, your case may be removed from the Credit Card Diversion Program.**

**Upon removal from the Diversion Program, the stay in legal proceedings will be lifted, and a default judgment may be issued against you if you fail to file a timely response to the Complaint.**

**EXHIBIT A**



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

**NOTICE TO DEFENDANTS IN THE CREDIT CARD DIVERSION  
PROGRAM**

A credit card debt collection action has been filed against you. You may attempt to resolve this matter with your debt holder by participating in a Conciliation Conference.

**Defendants participating in Diversion receive:**

- A temporary pause in the legal proceedings for defendants who participate in the Conciliation process.
- Time to seek credit counseling and legal assistance to resolve the debt.
- Defendants **MUST** attend the mandatory Conciliation Conference as scheduled by Court Order.

**Defendants may seek legal assistance to address this case. If you do not have a lawyer or cannot afford one, you can contact the offices below to find out where you can get legal help:**

- Philadelphia Bar Lawyer Referral Service: 215-238-6333; TTY 215-451-6197
- Low-income Philadelphians may contact Community Legal Services at 215-981-3700 or visit <https://clsphila.org/help>.

Free financial counseling is available by Clarifi through the City of Philadelphia's Financial Empowerment Centers. Call 215-563-5665 to schedule a free and confidential appointment.

**EXHIBIT B**

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

_____	_____ <i>Term, 20</i> _____
_____	<i>No.</i> _____
<i>Plaintiff(s)</i>	
V.	
_____	
_____	
<i>Defendant(s)</i>	

**CERTIFICATION FORM REQUIRED BY GCR NO. 2026-01  
CONSUMER CREDIT CARD COLLECTION DIVERSION PILOT PROGRAM**

As required by General Court Regulation No. 2026-01, the undersigned verifies that:

- 1) Statute of Limitations: Based on reasonable inquiry, the applicable limitations period has not expired as of date of the filing of the complaint.
- 2) Documentation of Debt: The name of the current debt holder:  
\_\_\_\_\_
- 3) The date the original credit agreement was entered into by the defendant: \_\_\_\_\_
- 4) The date the defendant defaulted: \_\_\_\_\_
- 5) Documents establishing the existence, amount and terms and conditions applicable to the debt that is the subject of this action, including:
  - a) Cardmember Agreement containing type of account, original creditor, any merchant brand or affinity brand, account number, interest rate and any applicable fees;
  - b) Billing statement sent to the Defendant showing calculation of the balance;
  - c) Written proof of any assignments of the contract.

I verify that the statements made herein are true and correct. I understand that false statements are made subject to the penalties of 18 Pa.C.S.A. 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature of Plaintiff's Counsel and Bar ID No.

\_\_\_\_\_  
Date

**EXHIBIT C**

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

<hr/> <hr/> <p style="text-align: right;"><i>Plaintiff(s)</i></p> <p style="text-align: center;">V.</p> <hr/> <hr/> <p style="text-align: right;"><i>Defendant(s)</i></p>	<p style="text-align: right;"><i>Term, 20</i> _____</p> <p><i>No.</i> _____</p>
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**PRAECIPE TO CHANGE DEFENDANT’S ADDRESS ON DOCKET**

**TO THE OFFICE OF JUDICIAL RECORDS:**

Service on the Defendant having been effectuated at \_\_\_\_\_, in \_\_\_\_\_, Pennsylvania, and Plaintiff’s counsel having established this to be the current address of Defendant by \_\_\_\_\_  
\_\_\_\_\_  
(*explain how new address discovered*), kindly amend defendant’s address on the docket as follows:

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Plaintiff’s Counsel and Bar ID No.

\_\_\_\_\_  
Date

**EXHIBIT D**