

**PHILADELPHIA COURT OF COMMON PLEAS
PETITION/MOTION COVER SHEET**

| FOR COURT USE ONLY | |
|---|-----------------------|
| ASSIGNED TO JUDGE: | ANSWER/RESPONSE DATE: |
| <i>Do not send Judge courtesy copy of Petition/Motion/Answer/Response. Status may be obtained online at http://courts.phila.gov</i> | |

| |
|---|
| CONTROL NUMBER: (RESPONDING PARTIES MUST INCLUDE THIS NUMBER ON ALL FILINGS) |
|---|

_____ Term, _____
 Month Year
 No. _____

Name of Filing Party: _____
 (Check one) Plaintiff Defendant
 (Check one) Movant Respondent

 vs.

INDICATE NATURE OF DOCUMENT FILED:

Petition (Attach Rule to Show Cause) Motion
 Answer to Petition Response to Motion

Has another petition/motion been decided in this case? Yes No
 Is another petition/motion pending? Yes No
 If the answer to either question is yes, you must identify the judge(s): _____

| | |
|--|---|
| TYPE OF PETITION/MOTION (see list on reverse side) | PETITION/MOTION CODE (see list on reverse side) |
|--|---|

ANSWER/RESPONSE FILED TO (Please insert the title of the corresponding petition/motion to which you are responding): _____

| | |
|--|---|
| <p>I. CASE PROGRAM Is this case in the (answer all questions):</p> <p>A. COMMERCE PROGRAM Name of Judicial Team Leader: _____ Applicable Petition/Motion Deadline: _____ Has deadline been previously extended by the Court? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. DAY FORWARD/MAJOR JURY PROGRAM — Year _____ Name of Judicial Team Leader: _____ Applicable Petition/Motion Deadline: _____ Has deadline been previously extended by the Court? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. NON JURY PROGRAM Date Listed: _____</p> <p>D. ARBITRATION PROGRAM Arbitration Date: _____</p> <p>E. ARBITRATION APPEAL PROGRAM Date Listed: _____</p> <p>F. OTHER PROGRAM: _____ Date Listed: _____</p> | <p>II. PARTIES (required for proof of service) (Name, address and telephone number of all counsel of record and unrepresented parties. Attach a stamped addressed envelope for each attorney of record and unrepresented party.)</p> |
| <p>III. OTHER</p> | |

By filing this document and signing below, the moving party certifies that this motion, petition, answer or response along with all documents filed, will be served upon all counsel and unrepresented parties as required by rules of Court (see PA. R.C.P. 206.6, Note to 208.2(a), and 440). Furthermore, moving party verifies that the answers made herein are true and correct and understands that sanctions may be imposed for inaccurate or incomplete answers.

 (Attorney Signature/Unrepresented Party) (Date) (Print Name) (Attorney I.D. No.)

The Petition, Motion and Answer or Response, if any, will be forwarded to the Court after the Answer/Response Date. No extension of the Answer/Response Date will be granted even if the parties so stipulate.

Instructions for Completing Petition/Motion Cover Sheet

A Petition/Motion Cover Sheet must be attached to all Petitions, Motions, Answers or Responses filed, except for Discovery Motions and Motions for Extraordinary Relief. Sanctions will be imposed if the Cover Sheet is inaccurately completed.

Please Note the following:

1. **ANSWER or RESPONSE DATE.** The Motion Clerk shall enter the "Answer" or "Response" Date on the Cover Sheet. All Responses to Motions and Answers to Petitions must be filed with the Prothonotary and submitted to the Motion Clerk on or before the Response Date. **Note:** Summary Judgment Motions have a 30 day Response period. Except for those Motions identified in Phila.Civ.R. *208.3(a) and (b), all other Motions have a 20 day Response period.
2. **ARGUMENT DATE.** The Motion Clerk shall enter the Argument Date and location on the Cover Sheet, as appropriate.
3. **CONTROL NUMBER.** The Motion Clerk shall assign a Control Number to all Petitions and Motions. The Responding parties must enter this Control Number on the Cover Sheet accompanying their Answer or Response.
4. **NATURE OF DOCUMENT FILED.** The filing party must check whether the document being filed is a Petition (in which case a Rule to Show Cause Order must be attached), a Motion, an Answer to a Petition, or a Response to a Motion. The parties must indicate whether another Petition or Motion is outstanding or has been decided and, if so, must identify the Judge(s) to whom such prior Petitions or Motions had been assigned.
5. **PETITION OR MOTION TYPES.** The parties must utilize the following Petition or Motion Codes and Types (and the Motion Clerk is authorized to change a filing party's designation to reflect the correct Petition or Motion Code and Type):

| CODE | MOTIONS | CODE | MOTIONS | CODE | MOTIONS |
|-------|--|-------|--|-------------|--|
| MTSAL | Motion for Additional Distribution of Sale Proceeds | MTJNP | Motion for Entry of Judgment of Non Pros | MTRWT | Motion to Return Writ of Possession or Execution |
| MTPHV | Motion for Admission Pro Hac Vice | MTSUP | Motion for Entry of Supersedeas | MTSAN | Motion for Sanctions |
| MTSVR | Motion for Alternative Service | MTEXP | Motion for Expungement of Record | MT229 | Motion for Sanctions for Failure to Deliver Settlement Funds |
| MTAMJ | Motion to Amend Judgment | MTEOT | Motion for Extension of Time to file Certificate of Merit | MTSAS | Motion to Set Aside Sheriff's Sale |
| MTAMD | Motion to Amend Pleading | MTEXT | Motion for Extension of Time to answer/respond) | MTSAA | Motion to Set Aside Award |
| MTGAL | Motion to Appoint Guardian Ad Litem | PTEXR | Motion for Extraordinary Relief | MTIPP | Motion to Settle Incompetent/Incapacitated Person's Estate |
| MTAPC | Motion for Appointment of a Conservator | MTNPT | Motion to File Nunc Pro Tunc | MTSPR | Motion to Stay Proceedings |
| MTMCF | Motion for Approval and Distribution of Minor's Compromise | MTFUS | Motion to File Under Seal | MTWOE | Motion to Stay Writ of Execution |
| MTWRD | Motion for Approval & Distribution of Wrongful Death & Survival Action | PTFMV | Motion to Fix Fair Market Value | MTSTK | Motion to Strike Pleading |
| MTAPS | Motion to Approve Transfer of Structured Settlement | MTINT | Motion for Interpleader | MTSJD | Motion for Summary Judgment (30 day hold) |
| MTADH | Motion for Assessment of Damages Hearings | MTINV | Motion to Intervene | MTRAE | Motion for Supplementary Relief in Aid of Execution |
| MTAMV | Motion to Auction Motor Vehicles | MTIOP | Motion to Invalidate Opt-Outs (Class Action cases) | MTRDM | Motion to Reassess Damages |
| MTBIF | Motion to Bifurcate | MTJAD | Motion to Join Additional Defendant | MTRRF | Motion for Reimbursement of Fees |
| MTCIA | Motion to Certify Order for Interlocutory Appeal | MTJPL | Motion for Judgment on the Pleadings | MTRFL | Motion to Release Bond |
| MTCNM | Motion to Change Name | MTJUR | Motion for Jury Out of Time | MTRDS | Motion to Remove Case from Deferred Status |
| MTCLC | Motion for Class Action Certification | MTLIM | Motion in Limine | MTSRC | Motion to Seal Record |
| MTCMP | Motion to Compel Discovery | MTMJS | Motion to Mark Judgment Satisfied | MTSEV | Motion to Sever Cases |
| MTCPs | Motion to Compel Payment of Settlement | MTMVR | Motion to Obtain Motor Vehicle Records | MTSPP | Motion for Specific Performance |
| MTCOM | Motion to Complete Terms of Sheriff's Sale | MTOPN | Motion to Open/Strike Confessed Judgment | MTTRF | Motion to Transfer |
| MTCST | Motion to Confirm Settlement | MTPAR | Motion for Partition | MTTRJ | Motion to Transfer Judgment |
| MTCNS | Motion to Consolidate Actions | MTPIC | Motion for Payment into Court | MTFTV | Motion for Title to Vehicle |
| MTCON | Motion for Continuance | MTPRE | Motion to Pay Rent into Escrow Account | MTWDA | Motion to Withdraw Appearance |
| MTCOR | Motion for Coordination of Actions | MTSYS | Motion to Postpone Sheriff's Sale | MTWPS | Motion for Writ of Possession |
| MTCRT | Motion to Correct Record | PTTMF | Motion for Post Trial Relief | MTWRS | Motion for Writ of Seizure |
| MTCNF | Motion for Counsel Fees | MTPCD | Motion for Pre-Complaint Discovery | MTMIS | Miscellaneous Motion |
| PTDOM | Motion for Delay Damages | PRINJ | Motion for Preliminary Injunction | | |
| MTDJT | Motion to Demand Jury Trial | MTPSA | Motion for Preliminary Settlement Approval (Class Action Cases) | CODE | PETITIONS |
| DPROB | Motion to Determine Preliminary Objections | MTPDE | Motion to Preserve Documents and Evidence | PTAAR | Petition to Appoint Common Law Arbitrator |
| MTDSC | Motion to Discontinue Case | MTIFP | Motion to Proceed In Forma Pauperis | PTARC | Petition to Appoint a Receiver |
| MTDIS | Motion to Dismiss for Forum Non Conveniens | MTPRO | Motion for Protective Order | PTCAR | Petition to Compel Arbitration |
| MTDCN | Motion to Disqualify Counsel | MTQSH | Motion to Quash | PTCAW | Petition to Confirm Arbitration Award |
| MTEMG | Emergency Motion | MTRCS | Motion for Reconsideration | PTCST | Petition to Confirm Settlement |
| MTEST | Motion to Enforce Settlement | MTRPR | Motion to Redeem Premises | PTFCT | Petition for Contempt |
| MTJDG | Motion for Entry of Default Judgment | MTREF | Motion to Release Escrow Funds | PTOJD | Petition for Open Default Judgment |
| | | MTOPT | Motion to Remove Opt-Out of the Proposed Settlement Agreement (Class Action Cases) | PTSNP | Petition to Open Judgment of Non Pros |
| | | | | PTEMG | Emergency Petition |

6. **CASE PROGRAM.** The party shall check the program to which the case is assigned and provide the requested program data.
7. **PARTIES.** The filing parties shall set forth the name, address and telephone number of all counsel of record and unrepresented parties, and must attach a stamped addressed envelope for each attorney of record and unrepresented party.
8. **OTHER.** The parties shall enter other relevant important information in this box – such as request for stay, emergency designation etc. – placing the Motion Clerk on notice of special handling or request.
9. **SIGNATURE LINE.** The Cover Sheet must be signed, dated and, if applicable, the attorney ID number must be provided.
10. **SERVICE.** A copy of the file-stamped Petition, Motion, Answer, Response and attachments must be served on all parties of record immediately after filing as required by Pa.R.C.P. 206.6, and Pa.R.C.P. 440.