

# **COURTROOM OCCUPANCY QUESTIONNAIRE FOR IN-PERSON JURY TRIALS**

Counsel must complete this questionnaire, which will assist the Court in identifying which courtroom(s) can be considered for the resumption of in-person jury trials. The fewer number of persons who are required to be physically present in the courtroom during trials, the more courtrooms will be available for trial assignment. Please note that all witnesses must be physically present in the courtroom to testify or be presented through deposition testimony pursuant to Pa.R.C.P. 4020; no witness may testify remotely via Zoom or any other advanced communication technology.

Counsel shall complete and submit this form no later than 5 days prior to the Pretrial Settlement Conference. The form should be filed as a separate submission via the Court's Electronic Filing System. To electronically file this form, access the "existing case" section in the Court's Electronic Filing System. Select "Conference Submissions" as the filing category. Select "Courtroom Occupancy Form" as the document type.

Counsel must submit this form as it pertains their party/case presentation only. Each party is to submit their own form.

**CASE CAPTION:**

**CASE NUMBER:**

**SUBMITTING PARTY:**

**SIGNATURE:**

**COUNSEL ARE TO LIST ALL PERSONS THEY ARE REQUESTING TO BE PHYSICALLY PRESENT IN THE COURTROOM AT THE TIME OF TRIAL.**

Number of Counsel\*: \_\_\_\_\_

Number of Staff/Paralegal(s): \_\_\_\_\_

Number of Parties/Party Representative(s): \_\_\_\_\_

Number of Fact and Expert Witnesses\*\*: \_\_\_\_\_

Number of Experts Required To Observe Other Witnesses : \_\_\_\_\_

Number of Audio/Visual Technicians\*\*\*: \_\_\_\_\_

Number of Adjuster(s): \_\_\_\_\_

Number of Jurors\*\*\*\*: \_\_\_\_\_

Number of Interpreters\*\*\*\*: \_\_\_\_\_

Additional Information:

\*Appropriate safety measures will be taken where social distancing cannot be accommodated (i.e. plexiglass at counsel tables).

\*\*Only one witness will be in the courtroom at any time except expert witnesses specifically permitted by the trial judge to be in the courtroom during another witness's testimony.

\*\*\*Due to courtroom capacity, counsel are strongly encouraged to share a single audio/visual technician.

\*\*\*\*Due to Courtroom capacity, the parties are strongly encouraged to agree to 6 or 8 jurors.

\*\*\*\*\*Counsel are still required to submit an Interpreter Request form, available on the Court's website, [www.courts.phila.gov](http://www.courts.phila.gov)